

The Public Theater San Antonio: Artistic Director
Job Description

The Artistic Director of The Public Theatre San Antonio will report to the Board of Trustees and work in cooperation with the Executive Director. The Technical Director and Company Manager staff positions will be supervised by the Artistic Director.

Primary Responsibilities:

- Institutional Advancement and Community Relations
 - Serves as spokesperson to the community, together with Executive Director
 - Advocates for and enhances visibility of the organization within the community and coordinates public external communication strategies
 - Represents the organization at public events, conferences, workshops, and media events, together with Executive Director
- Strategic Planning and Governance
 - Works with the Board of Trustees and Executive Director to implement a strategic development plan where related to artistic goals
 - Evaluates progress towards goals on a regular basis with the Board of Trustees and Executive Director
 - Prepares written and oral monthly reports for presentation to the Board of Trustees
- Financial Management
 - Contributes to preparation of budget, cash-flow projections, and annual fundraising plan
- Personnel Management
 - Responsible for the recruitment, employment, and release of all creative personnel, including staff, contractors, and volunteers
 - Ensures job descriptions are developed, regular performance evaluations are held for all creative staff
 - Assists program staff in relating their specialized work within the organization
 - Fosters and maintains on-going communications with all levels of creative staff regarding their performance
 - Maintains a climate that attracts, retains, and motivates a diverse creative team
- Artistic Management
 - Creates programming that expands the reach and diversity of TPTSA for the advancement of the mission of the organization
 - Guides the artistic vision of the organization and its productions and programs
 - Selects and oversees artistic personnel

The ideal candidate for the Artistic Director position will have outstanding leadership, organizational, problem-solving, and communication skills. Educational training/background in the arts and past participation in theater organizations is preferred. Past experience with Actors Equity Association preferred.

Salary range: \$45,000-\$50,000

Qualified candidates should submit resume and cover letter to info@thepublicsa.org