

JANE JONES

Founder, Founding Co-Artistic Director

MYRA PLATT

Founding Co-Artistic Director

KAYTI BARNETT-O'BRIEN

Managing Director

OPEN POSITION: **Artistic Director**

Reports to: Board of Directors

Status: Full-time, exempt (salaried) position

Salary: \$60,000-\$70,000; Comprehensive benefits package includes: medical, vision, and dental insurance; and paid time off.

MISSION and VISION:

Book-It Repertory Theatre is a non-profit organization founded in Seattle, WA in 1987, incorporated in 1990. Book-It's mission is to transform great literature into great theatre, through simple and sensitive production, and to inspire audiences to read. Book-It's vision is to be a nationally known theatre where all are welcome to engage in the partnership of theatre, literature, and education; nourishing literacy, sharing communal stories, and celebrating the diverse artistic vitality of our community.

Job Summary: Book-It seeks an exceptional artist and organizational leader to partner with the managing director, Board of Trustees, and staff in developing a new operating model that continues to advance the company's artistic and educational agendas while achieving long-term stability and sustainability. This person will spearhead efforts to authentically integrate greater democratic practice and community collaboration into its operational and artistic practices. This individual will work closely with the managing director and staff to strategize and lead Book-It into its next chapter, while maintaining high artistic standards and commitment to the community. The artistic director will ensure Book-It productions are artfully presented with the mission at their core; set and preserve a consistent aesthetic within and throughout the organization; steward and champion relationships and partnerships with patrons and the community; actively participate in fundraising initiatives; and champion intersectionality, inclusiveness, and anti-racism.

Required Qualities and Skills: The search committee is focused on identifying a dynamic and skilled artistic leader who has:

- A commitment to the highest levels of artistic excellence
- Exhibited a skillful and honed artistic aesthetic, demonstrating an understanding of a 'simple and sensitive' aesthetic
- A hands-on working knowledge of dramaturgy and new play development
- Demonstrated strong leadership skills and the ability to inspire and mentor artists of all backgrounds
- Experience participating in raising funds and cultivating donors

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- The ability and commitment to form collaborative, respectful relationships with the managing director, Board of Trustees, staff, and artists to ensure Book-It's long term health and best artistic outcomes
- Experience monitoring and assessing financial aspects of a theatre production
- A passion for advancing diversity throughout the company and for alleviating barriers for those who might not otherwise be able to access theatre
- The ability to thoughtfully, clearly, and enthusiastically communicate an artistic vision

Preferred Qualities and Skills: The following qualities and skills are preferred:

- Experience with strategic planning on a project or organizational level
- Experience with arts education programing either through direct implementation or leadership
- Experience monitoring and assessing financial aspects of an organization
- Experience with incorporating democratic practices into staff and community relations

RESPONSIBILITIES

ARTISTIC PROGRAMMING – MAINSTAGE

- Guide/drive the selection of literature to be adapted for the mainstage season.
- Guide/drive the forming of creative partnerships and collaborations.
- Inspire, stimulate, and elicit artistic excellence in all aspects of the producing season.
- Select and/or approve the hiring of all artistic personnel.
- Ensure authentic and inspired integration between Book-It's Arts and Education programing and mainstage programming.
- Articulate artistic vision and choices with the entire Book-It staff respecting the timelines in which each department needs information to complete their annual tasks.

EDUCATION AND TOURING

- Oversee director of education, working towards Book-It's vision of promoting literacy and theater, in the Book-It Style, as a pedagogical tool for learning.
- Collaborate with director of education to develop, produce, and assess effectiveness in program content and delivery to communities in the Northwest region and beyond.
- Ensure all education and Special Edition Touring productions align with Book-It's desired artistic outcomes.

STRATEGIC PLANNING

- In collaboration with staff, managing director, and Board, develop and implement long-term and short-term strategic goals based on Book-It's mission, vision, and values.

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- Asses and monitor progress towards established strategic goals and collaborate with managing director, staff, and board to pivot as necessary.

BUDGET DEVELOPMENT AND MANAGEMENT

- Provide collaborative leadership direction with managing director, staff, and Board to develop and adopt an annual budget based on realistic, supportable revenue projections and expenses.
- Play a key role in managing the budget. Monitor how the organization is working against the budget and communicate regularly with the managing director and staff.

DONOR DEVELOPMENT

- Steward relationships with donors and community partners to help achieve contributed revenue objectives.
- Participate in fundraising events as a key figure in the organization. This often includes speaking publicly and interacting socially with large groups of supporters and partners.
- Oversee artistic programming for fundraising and donor appreciation events.

STAFF AND ARTIST DEVELOPMENT

- Coach and mentor Book-It's artistic staff and artist community to further their professional development, providing growth opportunities where appropriate.
- Participate in annual performance reviews with artistic staff.
- Engender a positive, creative, collaborative, inclusive, and supportive work environment that is responsive to staff and artist feedback.
- Collaborate with staff and production teams to resolve conflicts and seek opportunities for growth and change.

MARKETING, COMMUNICATIONS, AND PATRON SERVICES

- Provide written materials for show programs, press releases, and social media channels as necessary.
- Work collaboratively with the marketing and communications team on the specialized work required to sell tickets, Book-It, and its programs.
- Provide guidance to front of house and box office teams regarding artistic vision and choices as needed.
- Be available for and comfortable with giving interviews and speaking publicly for post-show discussions, artistic presentations, etc.

BOARD RELATIONS

- Attend Executive Committee meetings and board meetings
- Actively participate in board activities including monthly Board meetings.
- Help develop a dynamic and supportive Board through relationship building with current Board members and aid in cultivation of prospective members.

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- Provide clear and transparent communication on Book-It's activities, needs, and successes.

COMMUNITY RELATIONS

- Pursue professional development to improve personal artistic and leadership skills.
- Remain active in the local and national theatre and theatre education scenes. Build relationships, attend shows and events with other companies and partners, and attend conferences.
- Stimulate and elicit community collaborations and partnerships with other organizations to bring Book-It together with like-minded individuals and groups.
- Engage in teaching, directing, and acting opportunities beyond Book-It.

Position requires occasional lifting of 20+ pounds, the repetitive use of a computer, and operating miscellaneous equipment and furnishings as tasks and projects require. Access to the theatre offices is on the ground floor as is Book-It's current performance venue.

Salary and Benefits: Salary \$60,000-\$70,000. This is a full time Salaried/Exempt position. Comprehensive benefits package includes: medical, vision, and dental insurance; as well as paid time off.

Book-It Repertory Theatre is an Equal Opportunity Employer. The Company is committed to equity, inclusivity, and diversity, and is seeking like-minded individuals to be part of the team.

Learn more about the company at www.book-it.org

How to Apply: SEND COVER LETTER, RESUME, AND ARTISTIC CV BY EMAIL TO adsearch@book-it.org with your name and subject line: "Name: Artistic Director Applicant." No phone calls or office visits, please. **Open Until Filled.**