



## ARTISTIC PRODUCER JOB POSTING

**Position:** Artistic Producer  
**Department:** Artistic  
**Reports to:** Artistic Director  
**Status:** Full-Time, Annual, Exempt

Milwaukee Repertory Theater is seeking an Artistic Producer to serve as a Department Head and Senior level artistic staff member responsible for implementing and executing the artistic vision of the theater in conjunction with relative Senior and Artistic staff. The Artistic Producer is a creative strategist who boldly moves the theater towards its vision, identifying projects for potential development and productions, and expanding professional and creative networks.

### Position Summary:

The Artistic Producer is the sole line producer for public performances and productions; serves as the primary liaison between all artistic endeavors and other departments within The Rep; supports the efforts in season planning, programming decisions and long-range artistic and institutional goals and strategies; and partners with the marketing, engagement and education departments to implement creative strategies for audience development. The Artistic Producer works in conjunction with the Artistic Director to innovate and generate the strategic plan for the Artistic Department and is responsible for managing the budget, allocating and redistributing resources, and managing day to day operations of the Artistic Department.

### Additional Duties and Responsibilities:

- Identifies projects for potential development and production and evaluates those projects in conjunction with the Associate Artistic Director, Production Manager, Executive Director and Artistic Director. Acquires, nurtures, and generates a network of artists, agents, producers, developmental organizations. Establishes, oversees, and liaises with creators throughout the process for each developing project.
- Creates and executes strategies and systems to best implement artistic programming. This includes, but is not limited to, generating season planning documents, including season schedule, and creating and overseeing the artistic production project budgets in coordination with production and general management.
- Envisions and implements Artistic Department strategic planning initiatives and collaborates with other staff as necessary on long-term and day-to-day mission-shaping and execution.
- Leads and manages the line-producing function and serves as the line producer for all productions in the Quadracci Powerhouse Theater and the Pabst Theater. Delegates the line producing roles in the Stiemke Studio and Stackner Cabaret as necessary. The line producing function includes allocating resources to implement institutional and artistic vision, overseeing the execution of artistic endeavors and ensuring safety, and ensuring the fiscal and artistic integrity of each production.
- Recruit core and supplemental show-specific artistic personnel, including but not limited to directors, music directors, choreographers, musicians, dialect coaches, and fight choreographers.
- Spearheads both internal and external correspondence concerning actors, directors, choreographers and coaches, including unsolicited, Rep-generated, and production-specific items.
- Supervises the daily functions and operations within the Artistic Department, including management of relative staff, leading Artistic meetings and retreats and creating and maintaining the Artistic Budget.
- Cultivates relationships with co-producing organizations, independent producers and other theater professionals for the purpose of developing current and future collaborations.
- Explores and advises on project funding opportunities.
- Works in tandem with General Manager for rights acquisition.
- Acts as a primary contributor to season planning conversations about potential projects and collaborators, upholding the mission of the theater and ensuring the logistical and feasibility of artistic programming.
- Serves as advisor to the Artistic Director and Executive Director.



## ARTISTIC PRODUCER JOB POSTING

### ***Additional Duties and Responsibilities continued:***

- Works to uphold the mission and core values of the theater, with a raised consciousness towards equity, diversity and inclusion efforts.
- In conjunction with and in support of the Artistic Director, serve as an ambassador and spokesperson for The Rep.
- Other producing, managerial, or administrative duties as mutually agreed upon with the Artistic Director and/or Executive Director.

### **Qualifications:**

1. Bachelor's Degree OR Five (5) years related experience and/or training; OR equivalent combination of education and experience which demonstrate the ability to perform required duties and responsibilities of the position.
2. Demonstrated professional experience in artistic producing within the theater industry. Proven leadership, demonstrating a grasp of how artistic choice and the operational, financial and producing elements of the theater must work together.
3. Extensive knowledge and established network of theater industry, including artists, producers, national theaters, producing models, trends, plays and productions.
4. Proven leadership skills in support of the artistic endeavors and implementation of the artistic vision
5. Exceptional interpersonal skills and an ability to manage relationships with a diverse range of personalities in various departments and roles within the organization and in the larger local and national communities
6. Strong strategic, problem solving and analytical skills, with the ability to interpret information quickly and accurately and to implement directives
7. Strong knowledge of theatrical union contracts (Actors Equity Association, Society of Directors and Choreographers, LAMDA, American Federation of Musicians, United Scenic Artists)
8. Strong organizational and budgeting skills, including the ability to manage multiple projects simultaneously and meet deadlines
9. Excellent written and verbal communication skills
10. Ability to process and handle confidential information with discretion
11. Ability to work evenings and weekends, as necessary
12. Ability to travel for work, as required
13. Ability to pass a background check in compliance with local and/or federal employment laws

***Physical Demands:*** While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by the job include close vision. Position requires stamina to work 12 hour days.

***Compensation and Benefits:*** The Rep provides a very competitive salary structure at industry standard or better for each of its employees as benchmarked by Theatre Communications Group. Additionally, we provide industry leading benefits including 100% employer paid health insurance for individuals, an employer provided contribution to a 403(b) retirement plan without requiring an employee match, employer contributions to a health savings account as well as offering a health reimbursement arrangement, paid vacation, personal days and company holidays. The Rep has instituted an annual bonus program whereby if the theater has a surplus, employees receive end of the year bonuses. All staff members have received bonuses valued at 2-7% of their salary annually for the past five years.



## ARTISTIC PRODUCER JOB POSTING

**About Milwaukee Repertory Theater:** The Rep ignites positive change in the cultural, social, and economic vitality of its community by creating world class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. Producing over 700 performances in four distinct venues every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who's never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination that enables us to bring world-class theater to the stage. Season after season, our accomplished team never ceases to amaze! **To read more about Milwaukee Repertory Theater, please visit: [www.MilwaukeeRep.com](http://www.MilwaukeeRep.com)**

### **Contact Information/How to Apply:**

For a confidential conversation, and to learn more about the opportunity, please contact Emily Hill, Human Resources Generalist at [ehill@milwaukeeerep.com](mailto:ehill@milwaukeeerep.com)

For consideration, please submit a cover letter, resume, and three professional references, Attn: to Mark Clements, Artistic Director, at [careers@milwaukeeerep.com](mailto:careers@milwaukeeerep.com)

**For best consideration, submit application materials by Monday, April 1, 2019  
After April 1, 2019, applications will be accepted on a rolling basis until the position is filled.**

*Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.*