

**Position:** Manager of Artistic Training  
**Department:** Artistic  
**Reports to:** Director of Artistic Personnel  
**Status:** Full-Time, Annual, Exempt  
**Deadline to Apply:** May 31, 2019

**Position Summary:**

Milwaukee Repertory Theater is seeking a Manager of Artistic Training (MAT) to join the Artistic team! The MAT is responsible for the strategic development, implementation and oversight of The Rep's Emerging Professional Residencies (EPRs) in Acting, Directing, Production, Education and Casting and the Professional Training Institute (PTI). This position is an integral role in the Artistic Department, collaborating with department members to develop, lead, and mentor the emerging artists and youth in both programs in support of the organization's educational and training goals.

**Major Duties and Responsibilities:**

- Lead and manage the Professional Training Institute (PTI), which trains up to 15 of the region's most talented teenagers through nine months of masterclasses taught by Rep artists and culminating in a paid summer performance opportunity. Responsibilities include:
  - Recruiting, auditioning and, in conjunction with Casting, selecting each cohort of PTI members.
  - Producing the summer production.
  - Soliciting potential script options
  - Acting as liaison to PTI students & parents, production staff, designers and other PTI personnel
  - Co-developing an annual PTI timeline of activities
  - Providing one-on-one support for PTI members as they prepare for the college audition process
- Manage the Emerging Professional Residency (EPR) Program, which bridges academic training and professional practice in a nationally respected, 50-year-old professional training program. Responsibilities include:
  - Working with the Director of Artistic Personnel and Artistic staff, select a cohort of artistic EPRs (Acting, Directing, Casting) that meets the annual demands of Milwaukee Rep programming
  - Organizing and implementing EPR orientation activities and ongoing professional development
  - Supervising Artistic Residents in their day-to-day practice
  - Coordinating workshops and auditions for Artistic Residents.
  - Coordinating and scheduling the Chicago Audition Showcase
  - Facilitating a systematic career goal-setting process for each EPR.
  - Participate, in tandem with the Director of Artistic Personnel and other members of the Artistic team, in the long-term planning and implementation of the EPR program.
- Uphold the mission and core values of the theater, with a raised consciousness towards equity, diversity and inclusion.
- Attend artistic team meetings and participate in artistic department activities.

**Essential Qualifications:**

1. Teaching experience in performing arts industry or serving in a similar role that required the oversight and the professional development of students, interns or early career individuals, including facilitating classes/workshops designed to create a comprehensive learning experience.
2. Administrative experience in program oversight and operation.
3. Topically up to date with best practices and skills in the field; interest in ongoing artist professional development, particularly for high-school students and early-career adults
4. Collaborative and generous in spirit, with a genuine desire to further the education and nurturing of early-career professionals. A desire to act as an advocate for program participants.
5. Strong mentorship and teaching skills
6. Ability to pass a background check in compliance with local and/or federal employment laws.
7. Ability to work across a vast diversity of ages, skill, and educational/cultural backgrounds.

**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 and peripheral 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 beginning in your 3<sup>rd</sup> season without requiring an employee match, employer contributions to a health savings account as well as offering a health reimbursement arrangement, paid vacation, personal days, sick time, and company holidays.

**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 consideration, please submit a cover letter, resume, and three professional references, Attn: to Frank Honts, Director of Artistic Personnel, at [careers@milwaukeeerep.com](mailto:careers@milwaukeeerep.com)

**For best consideration, submit application materials by Friday, May 31, 2019**

**After May 31, 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.*