



JOB POSTING

Artistic Producer- Literary & New Play Development

Position:	Associate Director of Education	Status:	Salary, Exempt
Department:	Artistic	Full/Part Time:	Full-Time
Reports To:	Associate Artistic Director	Annual/Seasonal:	Annual
Start Date:	August 2022	Compensation:	\$50,000 Annually
Application:	Click Here to Apply	Deadline to Apply:	August 7, 2022

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 13 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

POSITION SUMMARY

The Artistic Producer in charge of Literary and New Play Development and is responsible for administrating of the New Play Development program, managing the literary needs of the Artistic Department, and co-line producing the NPD works within our season. This position reports to the Associate Artistic Director.

Major Duties and Responsibilities Include:

- Work to uphold the mission and core values of the theater, with a raised consciousness towards equity, diversity and inclusion efforts.
- Oversee New Play Development, including:
 - Work closely with Admin team to outline and refine contracting details, discuss timelines and deliverables, edit drafts of commission agreements, offer feedback on negotiation needs, and converse with artists/agents regarding commissions
 - Keep track of commissioning timeline/deliverables and correspond with necessary parties.
 - Serve as point of contact/support for commissioned artists, provide feedback on script drafts, outline development plans, provide research, etc.
 - Schedule and produce workshops and work sessions (between 3-5/year)
 - Co-line Produce New Play Development Productions (between 2-3/year). Attend Designer Runs, Previews, and other performances, as determined in conjunction with the Associate Artistic Director.
- Meet with Development to help craft messaging and occasionally write portions of NPD-related grants.
- Participate in and support the season-planning process to ensure artistic programming aligns with the mission, institutional goals, and fiscal priorities.
 - Reach out to agents/licensors to do interest and availability checks on scripts; Facilitate conversations between agents/licensors and admin, as needed
 - Fill out licensing requests online and order/scan/return scripts as needed
 - Read and evaluate work for season planning purposes, and take part in season planning conversations and strategic planning
- Work with Associate Artistic Director to determine extant production dramaturgy needs for the season, and connect with directors to outline dramaturgical plan



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- Keep an eye on new work happening in the industry, especially showcases and festivals, and determine which to attend in consultation with the Artistic Director and Associate Artistic Director.
- Participate in or lead Talk Backs, when necessary and appropriate.
- Attend Artistic Staff and Full Staff Meetings.
- Act as support for the Curtain Call Ball and other fundraising efforts as required.
- Other creative, managerial, or administrative duties as mutually agreed upon with the Associate Artistic Director.

REQUIREMENTS OF THE POSITION

Education and/or Experience:

- 5+ years of experience in the field or equivalent experience

Knowledge, Skills, and Abilities:

- Ability to navigate interdepartmental priorities and diverse personalities in a high-functioning and fast-paced environment
- Strong strategic, problem solving and analytical skills, with the ability to interpret information quickly and accurately and to implement directives
- Ability to effectively communicate and work respectfully within a diverse group of colleagues and artists, all while exhibiting grace and good humor under pressure
- Demonstrated ability to manage multiple projects simultaneously and meet deadlines independently with a high degree of accuracy and attention to detail
- Ability to process and handle confidential information with discretion
- Ability to work evenings and weekends

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals who require accommodations, to perform the essential functions.

- Specific vision abilities required by the job include: Close vision, far vision, and the ability to discern fine detail
- This position is frequently required to communicate in person and on the telephone

COVID Policy

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination (and booster if medically eligible) for COVID-19 OR documentation for a medical or religious exemption before the first day of work

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance - 100% employer paid premium for individual employee
Health Savings Account & Health Reimbursement Account
Flexible Spending Account

403(b) Retirement Plan

Paid Time Off Package including Vacation, Personal, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, Cover Letter detailing why you are the best candidate for the position

Deadline: August 7, 2022. Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact rlooke@milwaukeeep.com

[Submit Application Materials Online](#)

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. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.