**Fauquier Community Theatre**

**Artistic Director Position Description**

The Artistic Director provides the creative direction of the Fauquier Community Theatre (FCT), as well as administrative and financial inputs necessary for the successful operation of the theatre. The Artistic Director is accountable for all regular season and youth artistic planning and programming. The Artistic Director reports to the Board of Directors on a regular basis and communicates with the Chairman of the Board regarding routine matters as needed.

The Artistic Director candidate must have experience in different aspects of theatre, event production, fundraising, and the day to day running of a business. Fiscal responsibility and communications skills are key characteristics sought by FCT.

**Artistic Leadership**

The Artistic Director develops and presents to the Board plans that address FCT’s Vision and Mission and provide quality community-supported productions that are consistent with the policies and philosophy of FCT. The Board approves planned seasons, the budget, and any policy recommendations of the Artistic Director.

The Artistic Director is responsible for:

* + Leading an Artistic Committee made up of volunteers, FCT members, and people knowledgeable in theatre arts; managing key volunteer leadership positions;
  + Selecting seasons of varied plays and musicals which fulfill FCT’s Mission and Vision, and which help meet FCT’s financial goals;
  + Selecting and supervising all production directors; assisting with the staffing of each production’s creative team, in collaboration with the production director; working with directors and producers to approve and manage show calendars and budgets; consulting with production directors on set designs, casting and other aspects of the creative process;
  + Managing the calendar of show dates, scheduling rehearsals and auditions, and working with the Public Relations Manager to schedule promotional events;
  + Analyzing statistical data on past seasons to aid in planning future seasons, making recommendations to the Board of Directors regarding long range artistic goals, keeping abreast of theatre trends and show availability, searching for new scripts, contacting potential directors, communicating with other theatres, and negotiating for rights;
* Fostering and encouraging the continued growth of artistic excellence; orienting all volunteers regarding FCT’s artistic goals and objectives;
  + Ensuring that guest directors and non-season events that FCT sponsors adhere to FCT’s mission and policies.

**Liaison with Board of Directors**

The Artistic Director participates at Board meetings as an ex-officio member and provides a regular report, including an evaluation of each production following its conclusion and status updates about upcoming productions.

The Artistic Director is a key contributor in the development of the budget and works closely with the Treasurer and the Chairman of the Board for scheduling, facilities management and business operations, as they relate to marketing and development.

The Artistic Director evaluates the degree to which the long-term artistic goals and objectives of FCT are being met, in conjunction with the Board of Directors.

**Fiscal Management**

The Artistic Director is responsible for ensuring that the artistic areas of the budget are adhered to and proactively managed. The Artistic Director provides financial input to the Board of Directors for the annual budget.

The Artistic Director provides input for the artistic elements of grant applications. The Artistic Director works with the Public Relations Manager on fundraising initiatives.

**Marketing and Ambassadorship**

The Artistic Director plays a leadership role in promoting FCT. The Artistic Director builds positive relationships with funding sources, sponsors, patrons, employees, volunteers, other performing arts groups, and other stakeholders. The Artistic Director is also responsible for:

* Conveying to the Public Relations Manager the essence and theme of all shows;
* Providing background materials for the Public Relations Manager to prepare all necessary advertising and news releases required by the marketing plan;
* Adhering to deadlines and budgets as required by the marketing plan;
* Assisting the Public Relations Manager in developing the artistic elements of the marketing plan, including participation at marketing events and functions.

**TO APPLY:**

Please send your resume, emphasizing your theatre and performing arts experience and other relevant leadership skills, plus a one page letter outlining your vision for the position, to FCT in care of the Chairman, Don Richardson, either by mail to:

Fauquier Community Theatre

PO Box 3046

Warrenton VA 20188 Or by email to [Chairman@fctstage.org](mailto:Chairman@fctstage.org)