

## Director of Community Engagement / Associate Producer



Hudson Valley Shakespeare Festival (HVSF), a critically acclaimed, professional, non-profit theater company will add a Director of Community Engagement/Associate Producer to serve as a senior staff member of the organization. Located one-hour north of Manhattan, HVSF has established a reputation for lucid, imaginative, engaging and highly inventive productions staged on the Great Lawn of the historic Boscobel House and Gardens with a backdrop of stunning vistas overlooking the Hudson River. Each year, its productions attract a total audience of 37,000+ from Westchester, Putnam, New York City, New Jersey, and beyond. HVSF also has an extensive and highly regarded education program, which reaches over 60,000 students in the tri-state area through a variety of in-depth programming, including a touring production. The company's mission is to "engage the widest possible audience in a fresh conversation about what is essential in Shakespeare's plays. Our theater lives in the here and now, at the intersection of the virtuosity of the actor, the imagination of the audience, and the inspiration of the text."

The Director of Community Engagement/Associate Producer will be responsible for leading and implementing FULL CIRCLE, HVSF's Community Engagement program inspired by the success of the 2016 community-based production of OUR TOWN. This is an exciting opportunity to shape this new initiative in the context of a vibrant and rapidly growing theater company.

### Overall Objectives

In collaboration with the Artistic Director and Managing Director, the Director of Community Engagement will curate, plan, and produce all Full Circle projects. They will develop and maintain relationships with community partner organizations, and join with those partners in the creation of both small and large-scale works of radically participatory theater, with the purpose of building and sustaining community in the Hudson Valley.

In addition, as Associate Producer, this person will assist in season planning, and have responsibility for developing each season's performance calendar, repertory casting matrix, and corresponding budgetary implications in collaboration with the Artistic/Production team. They will also assist in casting, and provide support in contracting directors and designers. They will serve as line producer of our HVSF2 reading series, which is dedicated to developing new works, including an evening of Bake-Off plays written by community members.

This senior staff member will report directly to the Artistic Director.

### Primary Duties

The Director of Community Engagement/Associate Producer will:

- Design and implement HVSF's slate of Full Circle programming; generally, one large-scale community-based production annually or biennially, and smaller-in-scope workshops and one-off events throughout the year, including the HVSF2 reading series and supplemental programming
- Line produce any and all Full Circle programs, in consultation with the artistic team, including considering scripts, hiring artists, planning calendars, budgeting, coordinating with all HVSF departments, including Artistic, Production, Finance, Education and Marketing
- Together with the Artistic Director, develop a pipeline of projects and artists that fit with the goals and of HVSF's Full Circle program.
- Forge and maintain strong community relationships, on behalf of HVSF, with organizations and individuals in the Hudson Valley and work to build community across geographic and demographic borders in our region.
- Maintain ongoing contact with Full Circle workshop participants and performers through additional programming, outreach, communication, and events
- Establish an archive of Full Circle activity, systematizing and centralizing records of community activities, productions and new initiatives
- Assist the Development Department in identifying underwriting and sponsorship opportunities for Full Circle activities and projects
- Collaborate with the Production Manager to create rehearsal and performance schedule for all Full Circle projects

- Attend and help lead production meetings and technical rehearsals for Full Circle projects; communicate with the Artistic Director regarding production needs and issues
- Collaborate with Marketing Department on all Full Circle programs, press releases and marketing/promotion content
- Oversee and maintain budget for Full Circle activities, in collaboration with Production Manager and Director of Finance
- Coordinate with the Education Department on projects in which engagement and education intersect, including community touring, WillFest, and other outreach activities
- Participate in season planning and logistical arrangements for HVSF's Mainstage season in collaboration with Artistic, Production, and Education departments including:
  - creating the season casting matrix with the Artistic Director and supporting the casting process;
  - collaborating with the Production Manager in the creation of the season calendars;
  - provide guidance and insight into season production decisions;
  - assist in correspondence and hiring of season designers and directors;
- Perform all work in a manner that supports HVSF's mission, vision, and values
- Other duties as assigned and determined by HVSF leadership

### **Personal Characteristics**

The Director of Community Engagement/ Associate Producer will:

- be a highly motivated self-starter, with the ability to work as part of a small highly dedicated team
- demonstrate a high level of personal integrity and a strong work ethic
- be able to manage multiple projects/deadlines and work successfully under pressure
- adopt a "hands on" approach with a determination to get things done efficiently and thoroughly
- be a skillful collaborator and generous team member
- have a good sense of humor and a flexible approach to unforeseen challenges
- have a high level of emotional intelligence with an ability to listen and collaborate with many unique individuals. A talent for developing and maintaining relationships is central to this job
- exercise good judgement when handling difficult situations
- willingness to learn new things and acquire new skills
- have exceptional leadership skills, especially the ability to transform a group of strangers into a team of artists joining together to create something beautiful and unforgettable

### **Qualifications**

- 3-5 years of experience working in a professional theater organization
- Experience with, or deep understanding of other community engagement programming in the larger non-profit theater field
- Skills with budgeting, calendars, and familiarity with Microsoft excel
- Producing or project management experience, a plus
- Teaching experience, or background as a teaching artist, also a plus
- Experience working in communities, and/or with diverse and underserved populations
- Willingness to live in the beautiful Hudson Valley
- A valid driver's license. Access to a car is preferred but not required

### **Terms and compensation**

This is a full-time, exempt position, which will require the ability to work weekends and nights. A competitive salary and benefits package will be commensurate with skills and experience. The range of benefits includes medical coverage with expense shared by employee and the company; paid vacation and sick leave; and paid holidays.

HVSF is an equal opportunity employer and is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.