



**OUR MISSION:** The mission of the Nashville Shakespeare Festival is to educate and entertain the Mid-South community through professional theatrical experiences.

The Festival enriches and unifies our community with bold, innovative and relevant productions along with empowering, participatory educational programs, setting the community standard of excellence in educational outreach and performances of Shakespeare's plays.

**ABOUT THE NASHVILLE SHAKESPEARE FESTIVAL:** Since 1988, the Nashville Shakespeare Festival (NSF) has provided professional, free, accessible, outdoor theatre each summer that has served audiences from all economic backgrounds, employing hundreds of theatre artists, and engaging thousands of patrons and volunteers. NSF also has robust educational programs that reach into schools around Tennessee with performances, workshops, and other educational opportunities. In continuous efforts toward equity and diversity, we seek to create excellent theatre that reflects the rich diversity of our community and creates a culture of acceptance and unity.

### **Job Description for Artistic Director**

**Position:** Artistic Director  
**Reports to:** Nashville Shakespeare Festival Board of Directors  
**Supervises:** Education Director, Tour and Company Manager, Artists and Creative Teams  
**Wage Classification:** Full-Time, exempt

**Position Summary:** The Artistic Director is responsible for developing and implementing the artistic vision of the organization, promoting the mission of the organization to the greater community, and providing high quality theatre education and community engagement for students and patrons. The Artistic Director will serve as co-leader of the organization with the Executive Director; each reports to the Board Chair.

#### **Essential Functions and Responsibilities:**

- **Artistic Supervision**
  - Leads the season planning process, including the selecting plays, readings, and other works that resonate with the community with stakeholder feedback.
  - Hires artistic staff, including directors, creative teams, performers, and teaching artists and fosters a positive, productive, and collaborative work environment.
  - Oversees the development of and ensures the high artistic quality and integrity of all productions.
  - Responsible for development of material to be performed including arrangements, edits, cuts, selection, etc.
  - Directs productions as appropriate.
  - Embraces other artistic vision, planning, and execution responsibilities as needed.
- **Board Relations**
  - Provides artistic leadership and guidance to the Board of Directors, ensuring that board members have the information needed to be effective stewards of the organization.

- o Works with Board Committee Chairs on relevant committees to advance goals of NSF.
- o Implements the policy and directives of the Board of Directors.
- o Serves as a non-voting member of the Board of Directors.
- **Development**
  - o Plays a role in cultivation, solicitation, and stewardship of key donor relationships.
  - o Excites current donors and potential donors about NSF's mission and impact, artistic programming, and upcoming projects.
  - o Assists in the development of fundraisers, ensuring that development activities always connect back to the NSF mission.
  - o Works with Executive Director when developing new programming/productions to identify funding needs and opportunities.
  - o Provides artistic narratives and other grants support, as requested.
- **Education and Community Engagement**
  - o Assists and supports Education Director with Apprentice Company program including curating curriculum and teaching artist engagements.
  - o Works closely with the Education Director to identify ways artistic programming can be integrated into education and community engagement programming.
  - o Serves as program lead and facilitates monthly readings for Shakespeare Allowed! Program
- **Marketing**
  - o Engages with existing audiences while finding new and creative ways to attract new audiences through artistic programming.
  - o Assists in the creation and development of advertising and promotional materials.
- **Operations**
  - o Works with the Executive Director and the Operations Manager to develop project budgets and assists in the development of the annual budget.
  - o Adheres to approved budgets.
  - o In conjunction with the NSF Board of Directors and Executive Director, ensures the long-term financial sustainability and health of NSF.
  - o Participates in the development and implementation of a strategic plan with an emphasis on stakeholder feedback.
- **General**
  - o Partners with the Executive Director to inspire a productive, respectful, collaborative, optimistic, and transparent work environment for all employees.
  - o Fosters, develops, and sustains relationships with arts collaborators, community leaders, schools, and non-arts partner organizations and companies, expanding NSF's reach into the community.
  - o Represents the organization to other organizations, the media, and the public at-large.
  - o Supports and cultivates the local artist community.
  - o Ensures that NSF continues its leadership role locally, nationally, and internationally.
  - o Attends all staff meetings.

### **Work Requirements and Qualifications:**

1. **Education:** Bachelor's degree in theater, musical theater, performing arts, education or related field OR equivalent relevant experience. Advanced degree in theatre, performing arts, or related field preferred.
2. **Knowledge, Skills, and Abilities:**
  - Possess a strong desire and adept ability to actively engage with the art form of theatre and the work of Shakespeare.
  - History of artistic achievement including directing theatrical productions and engaging students of all ages through theatre education programs.
  - Cultural competency and strong commitment to diversity, equity, inclusion, and accessibility.
  - Strong verbal and written communication skills and interpersonal skills.
  - Understanding of how artistic programming and organizational operations work together.

- Strong networker who is comfortable representing NSF in the community, business, and civic spheres.
  - Demonstrated ability to interact with donors, institutional funders, and corporations in a way that inspires engagement and financial investment in the work.
  - Ability to teach theatre and Shakespeare in an engaging manner for students of all ages.
  - Maintain a proactive, solutions-oriented attitude.
  - Ability to work nights and weekends as necessary.
  - Investment and interest in the Nashville community and willingness to relocate to the Nashville area, if not local.
3. **Experience:** Proven artistic leadership including curating programming, directing theatrical productions, and managing creative teams, preferably within a nonprofit arts organization setting. Deep knowledge and fluency with Shakespeare and classical theater is expected.
4. **Equipment:** Standard office equipment including computer and software, phone, copier, etc. Proficiency with Google Suite preferred.

**Physical Demands:** The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the noise level in the work environment is usually low to moderate. Most of the work throughout the year is done in an indoor, open-office environment. This position requires work on some nights and weekends. When performances take place outside in the summer, the employee may encounter noise that is moderate and weather conditions such as heat or rain. The Nashville Shakespeare Festival is a casual and low-key work environment with flexible options to work from home when duties/responsibilities allow, however in-office time is required.

**Disclaimer Statement:** This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this document is intended to be an accurate description of the current job, circumstances may require that other, or different tasks be performed (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

**Compensation & Start Date:** The annual salary for the Nashville Shakespeare Festival Artistic Director is \$75,000 and includes benefits such as vacation time, sick leave, and a Simple IRA retirement plan with a 2% employer match after one year of employment. The company hopes to make its decision in Spring 2024 with the chosen candidate transitioning into the position in September 2024.

**To Apply:** This role presents a unique opportunity to envision and lead the Nashville Shakespeare Festival into its next chapter. If you have the passion, expertise, and leadership acumen necessary to undertake this rewarding role, we encourage you to apply by Friday, March 8, 2024. To be considered, please submit a resume, cover letter detailing your relevant experience and passion for the organization's mission, and up to five professional references (name, relationship, email, phone). All materials should be in PDF format and emailed to [nsfcareers@gmail.com](mailto:nsfcareers@gmail.com).