

Position Title:  
Producing Director

Anticipated Salary: \$65K - \$75K, plus generous benefits

Position Summary:  
This position (PD) serves as chief executive officer of the William Inge Center for the Arts at Independence Community College. The position ensures that the Center meets its complementary missions of national artistic achievement, educational training and community cultural access.

The position is ultimately responsible for all management and artistic efforts of the Center. This includes areas of artistic vision, finance and accounting, strategic planning, facilities management, fundraising, development, marketing, community relations and volunteer program development. The position also oversees the artistic quality and direction of the William Inge Theatre Festival and all its oriented programming.

The PD is responsible for the Festival's annual three-day activity which honors accomplished playwrights, and features performances, theatre panels and workshops, celebrity events, and award presentations. The PD creates and guides the vision and artistic needs of both the Center and the William Inge Theatre Festival.

The PD is also responsible for selecting the playwright to be honored for that year with guidance from the Artistic Committee and input from others as needed.

The PD will work with Center staff and faculty to help grow the enrollment of the ICC theatre program. The PD will collaborate with the chairs of Music and Theatre for program activities, which may include student productions and readings, musical theatre collaborations with the Music Program and collaborations with guest directors on theatre productions

**SUPERVISES:**  
All Inge Center personnel, individual contractors and volunteers.

Primary Responsibilities:

1. Plan, develop, select material and implement a high quality annual season

of artistic and educational programming for the William Inge Center for the Arts, incorporating the William Inge House (Inge's boyhood home) where feasible.

2. Produce the annual William Inge Theatre Festival in a way that reflects the changing landscape and values of the American Theatre as well as the desires of the local community and national constituents of the Festival. Must have artistic vision and significant Directing and Production experience.
3. Represent the William Inge Center at public events, conferences, and media events. Work to enhance the engagement of the local and regional communities in the Center's and Theatre Festival's activities.
4. Manage budget development planning and implementation to deliver quality artistic and instructional programming for the Center and Festival.
5. Manage and supervise all major and special projects for the Center and the Festival. Envision and implement new and relevant programs for each.
6. Serve as liaison with campus and community leadership to determine and ensure mutually beneficial goals and programming, collaborative projects and shared resources.
7. Supervise and manage all fundraising efforts and events.
8. Create both short-term and long-range strategic planning for the William Inge Center for the Arts in conjunction with the ICC President, William Inge Foundation Board, VP of Academic Affairs and other ICC Center and staff.

#### QUALIFICATIONS

##### REQUIRED:

1. An M.A. degree in Theatre with a minimum of three years significant professional artistic experience and responsibility as an Artistic Director/Managing Director, producer, or free-lance director. Demonstrated excellence in artistic leadership and management roles.
2. Broad knowledge of and familiarity with the theatrical field, playwrights and new works, other national theatre artists and industry artistic and organizational trends.
3. Previous experience working with multiple constituencies (which may include: Academic leaders, community members and leaders, boards of directors, etc) to accomplish goals.

4. Skill as an effective relationship builder
5. Effective communication skills
6. Experience building and working within non-profit budgets
7. Experience working in various management roles in the theatre such as marketing, fundraising and community engagement
8. Demonstrated success soliciting philanthropic support

**DESIRABLE:**

1. Experience working in a college or university setting
2. Previous supervisory experience
3. Knowledge and appreciation of the Midwest and its culture

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS OF THE JOB**

The physical demands are representative of those that must be met by an employee successfully to perform the essential functions of a Producing Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, but only after full disclosure by the applicant. The employee would be expected to follow appropriate safety and security practices. The position requires the ability to work flexible days and hours, including some evenings, weekends and holidays, as varying job demands may arise.

**APPLICATION PROCEDURES**

Candidates whose education and experience match or exceed the job requirements may go to [www.indycc.edu/hr](http://www.indycc.edu/hr) and complete an online application and may attach the following documents:

- Cover Letter
- Resume
- Artistic Portfolio (of testimonials, productions directed, slides)
- Demonstration of Management skills (testimonials, letters and other items that speak to your management skills)
- Transcripts
- Three references with contact information

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