

Interim Associate Artistic Director, Buffalo Theatre Ensemble

Glen Ellyn, IL

Search opens April 1-30, 2024, position begins July 1, 2024

Organization

[Buffalo Theatre Ensemble](#): Giving Stories Life

Mission

Buffalo Theatre Ensemble (BTE) produces professional theatre that provides the opportunity for artists, scholars, writers, students, and community members to discover our shared humanity. As a vital member of the DuPage County and greater Chicagoland communities, we support our neighbors by:

- Producing a three-show season
- Creating master classes for students
- Presenting demonstrations of theatre arts
- Hosting pre-show discussions, post-performance talk backs, and subscriber nights
- Participating in community outreach

Vision

BTE seeks to build a bridge across all that divides us as neighbors and provide access for all in our community. As we celebrate the power of storytelling, we believe theatre develops respect, empathy, collaboration, and even change in all of us. Our motto of “Giving Stories Life” is an active commitment to ourselves and to our community.

History

BTE was founded in 1986 as a professional ensemble in residence at the McAninch Arts Center (MAC) on the campus of the College of DuPage (COD) in Glen Ellyn, Illinois, created with the dual purpose of producing quality professional theatre—focusing on plays that ask audiences to explore provocative themes and embrace the human condition—and providing the college with a training program where students could work with professional actors, designers and directors.

BTE functioned for 30 years under the nonprofit umbrella of the College of DuPage Foundation. *In 2016 BTE became an independent 501(c)(3) nonprofit theatre in residence.*

At the conclusion of our 36th season (2022-’23), BTE had produced over 120 productions, encompassing over 2,000 performances, featuring world and regional premieres, rotating repertory, remounts in downtown Chicago, and multiple Jeff Award recognitions. We emerged from the pandemic—like many of our sister organizations—with great optimism about our audiences and artists, with renewed belief in the necessity of theatre to bring communities together, and with deep respect for how tenuous producing art can be.

The Opportunity

Associate Artistic Director

The Associate Artistic Director is guided by BTE's mission, audience, performing space, and budget considerations and works as a collaborative team member with the Managing Artistic Director. The Managing Artistic Director and the Associate Managing Artistic Director work together to determine which areas of artistic production, administration, marketing, education, and vision they will develop, implement, or oversee. At times their duties may overlap, duplicate, or be reassigned, based on the production or the project.

The Associate Artistic Director is chosen by the Ensemble, recommended for hire by the Board of Directors, and reports to the Managing Artistic Director. Annually (June), the Associate Artistic Director completes a self-reflection/evaluation and planning document in preparation for an annual strategic assessment conducted with Managing Artistic Director (July).

The Interim Associate Artistic Director position shall be for the term of one year.

Compensation

- \$20,000 - 23,000 annually based on experience
- No benefits currently offered
- 20-30 hours per week

Responsibilities

- Collaborate with Managing Artistic Director to conceive, develop, and implement the artistic vision and programming of BTE in close collaboration with the Ensemble, staff leadership, and Board of Directors
- Support production, administrative, financial, marketing, and education functions

Required Leadership Competencies and Deliverables

Diplomacy and Community-Building

- Demonstrate diplomacy, solution-oriented communication skills, and mutual respect: As BTE is in residence as a separate 501(C)3 on the campus of the College of DuPage (COD) in the McAninch Arts Center (MAC), these skills are key to continuously improving relationships with external stakeholders such as COD, MAC, community, students, grant makers, guest artists.
- Nurture open relationship and communication between staff leadership, the Ensemble, and the Board of Directors
- Advocate for BTE's interests in a way that builds trust and confidence with others

Theatre Production

- In collaboration with Managing Artistic Director, support season selection and acquisition process with the Ensemble
- Support Managing Artistic Director as needed with auditions, production meetings, production technical elements, run-throughs, including acting as a "second eye" to directors
- Support Managing Artistic Director in managing vendor relationships (e.g., box office, technical staff, PR firm)
- Read and review new plays regularly
- Design, direct, perform where appropriate

Marketing

- Lead collaboration on print and digital brochures, advertising copy, images
- Lead and support social media campaigns
- Attend BTE openings, fundraisers, retreats
- Host and/or help to staff pre-show and post-show discussions, open rehearsals such as subscriber nights, and other subscriber events
- Represent BTE as a visible, positive presence in the community, at COD, and in greater Chicago, and is the official spokesperson at speaking engagements
- Oversee communication and inquiries for BTE including media, interviews, events, etc.
- Participate in community outreach
- Analyze audience demographics to create strategically targeted marketing campaigns
- Measure efficacy of marketing campaigns
- Tell clear and compelling story BTE's mission, vision, and values
- Drive and measure new audience attendance

Educational Outreach

- Design programming and educational opportunities for audiences, students, community members
- Organize and/or delegate COD Student Shadow program and High School Ambassador program
- Facilitate BTE Student Stage Management Scholarship process, including selection of student and execution of contract, scholarship, etc.
- Build relationship with educational organizations such as colleges and high schools
- Build network of educators/teachers/subject matter experts to participate in programming
- Provide dramaturgical support for season programming and subscriber communication/newsletters

Financial planning, execution, and stability and strategic planning functions assigned to Managing Artistic Director, with support by Associate Artistic Director as needed.

Required Skills, Knowledge, Experience, and Qualifications

- *Diplomacy*: conflict resolution techniques; solutions-oriented communication; transparent and collaborative working relationship with other nonprofit and for-profit organizations e.g., (in residence, rental/lease agreements)
- *Educational outreach*: understanding of community groups and their interests; adult learning best practices
- *Ethics and safety*: Actors Equity Association rules and guidelines; nonprofit tax law and standard operating procedures; BTE handbook and By-Laws; diversity/equity/inclusion/accessibility principles and enforcement
- *Financial planning*: financial software (e.g., QuickBooks); understanding of partnership contract with MAC, renewable every two years; nonprofit structure basics; BTE historical trends
- *Fundraising*: grant writing; annual fund; laws regarding auction/raffle permits
- *Innovation*
- *Leading through others*: processes for gathering ideas and opinions
- *Marketing*: social media (Facebook, Instagram, LinkedIn, X, TikTok); web maintenance basics; marketing tracking software (bananatag, QR codes, etc.)
- *Strategic planning*: business tools such as SWOT, KPI setting/analysis; nonprofit laws; knowledge of industry trends and competition

- *Theatre production*: industry trends; directing; new play works

Please submit your resume to Connie Canaday Howard, cch@btechicago.com, for consideration