



Resident Director/Company Manager Job Description

Lexington Children's Theatre

Posted: October 12th, 2021

Position: Resident Director/Company Manager

Reports to: Producing Artistic Director

Compensation: \$30,000 plus \$7,000 in benefits (health insurance, retirement contribution)

About Lexington Children's Theatre:

Lexington Children's Theatre's (LCT) mission is to create imaginative and compelling theatre experiences for young people and families. Our vision is to impart, explore, foster, and develop artistry at all levels and ages in every theatrical discipline and educational opportunity through inclusive, diverse, equitable, and accessible programming and practice.

Now in its 83rd season, Lexington Children's Theatre is the state youth theatre of Kentucky and serves over 120,000 young people and families in a season. Over the past year, LCT has maintained, and in many ways strengthened, its dedication to arts accessibility through streaming performances, virtual classes, and innovative ticketing models. As the company looks to once again welcome audiences to the theatre and travel to schools throughout the state via touring performances, the organization maintains its dedication to the vitality of storytelling and the role it can play in the lives of young people. It is through diverse, engaging, and imaginative stories, theatre for youth will impact the futures of our young people in support of a better tomorrow.

About the position:

Reporting to the Producing Artistic Director, the Resident Director/Company Manager (RD/CM) contributes to and participates in the successful completion of all aspects of LCT's professional season and education programming. The Resident Director/Company Manager works closely with the production staff to ensure successful completion of all artistic, administrative, and educational opportunities.

Primary responsibilities include (but are not limited to):

- Assisting the Producing Artistic Director both administratively and artistically by directing and/or assistant directing multiple productions, stage managing if needed, and facilitating auditions, hiring, and casting including attendance at hiring conferences and combined auditions.
- The Resident Director/Company Manager facilitates hiring Associate Artists.
- The Resident Director/Company Manager is responsible for the company's townhouses. This includes maintenance needs, check in and out of artists, general purchasing, and inspections.
- The Resident Director/Company Manager participates in rentals, special events, promotional events, fund-raisers, and performance workshops.
- In accordance with LCT's interdepartmental collaborative philosophy, you may be asked to assist in technical aspects of the theatre's programming in properties, paint, electrics, carpentry, or other elements as needed.

- The Resident Director/Company Manager must uphold and implement LCT's mentoring philosophy, mission, vision, values, and goals statements with LCT's commitment to the advancement of young professionals in the field of theatre, with the organization personnel flow chart as a guide.
- The Resident Director/Company Manager executes general secretarial duties, including creating and processing contracts, and office work associated with arts administration.
- The Resident Director/Company Manager may also have other duties assigned as necessary to the successful completion of LCT programming.

Compensation: Salary plus benefits. The range of benefits includes fully paid medical insurance (\$6,000 a year), paid time off, a paid two-week holiday break, and retirement plan with up to 3% of salary match from the company (\$870).

To Apply: Applicants interested in applying for this position must email cover letter, resume, recommendations, and portfolio samples by October 31st, 2021, to: lct.hiring@gmail.com

Should you advance to a finalist for this position, successful completion of background screening will be required, including references.

Lexington Children's Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. LCT is committed to creating an equitable environment forged in antiracist practice and policies for all people.