

Artistic Director

Skeleton Key Theatre

<https://www.skeletonkeytheatre.com/>

Ottawa, ON

Permanent part-time position

Salary: \$16,200/year

Time commitment: 13.5 hours/week

Posted date: February 1, 2024

Closing date: February 16th, 2024

Skeleton Key Theatre is seeking a new Artistic Director to steer the organization forward into the future. Skeleton Key is looking for a driven, community-engaged, and inclusive leader with a unique artistic vision to lead us through our strategic plan and vision for the coming years.

This permanent part-time position is responsible for carrying out the company's mandate and leading the organization's artistic programming. Reporting directly to the Board of Directors, the Artistic Director oversees all artistic, financial, and operational activities.

COMPANY OVERVIEW

MANDATE

Skeleton Key Theatre produces original Canadian work that creates immersive theatrical experiences for its audiences.

MISSION

Skeleton Key Theatre creates, produces, and presents original Canadian work that offers immersive theatrical experiences for audiences in collaboration with local and national presenters and community groups. Using collaborative creation and working in non-traditional spaces, Skeleton Key provides intergenerational audiences with engaging opportunities to examine the issues of our time. This is realized by giving established and emerging artists an environment to grow the seeds of ideas into full-fledged productions, supporting the voices of female-identifying and non-binary artists, and thinking outside the black box. Our work is Innovative, Immersive, and Immediate.

CORE VALUES

- Innovation: our artists have the courage to take creative risks in form, approach, and ways of working, challenging convention
- Integrity: we value honesty, generosity, and accountability, and provide a high level of care for all whom we interact with, operating with a high degree of professionalism
- Generosity: we believe in a welcoming and respectful workplace with opportunities for diverse and emerging arts workers
- Good Stewardship: it is essential that we respect people, resources, and our planet in our process

JOB DESCRIPTION

RESPONSIBILITIES

- Reports directly to the Board of Directors;
- Works in consultation with the Bookkeeper, Treasurer, and Marketing and Communications Manager (MCM) to oversee all artistic, financial, and operational activities of the organization;
- Responsible for determining and producing all artistic activities each season and all duties and responsibilities therein;
- Upholds and works within the artistic vision and values of the company;
- Responsible for ensuring the Company holds valid Liability Insurance and Management Liability insurance at all times;
- Creates and maintains partnerships and relationships with organizations and individuals that enable the Company to carry out its mandate and vision;
- Attends regular meetings to facilitate clear communication;
- Attends quarterly Board meetings and the Annual General Meeting (AGM) and prepares Artistic Director Reports and other relevant documents in advance;
- Takes the lead on identifying, writing, applying for and reporting on grants to ensure a steady stream of funding exists to support company activities in order to satisfy its mandate;
- Works with the Marketing and Communications Manager and booking agents to facilitate in-school and community drama workshops as required;
- Actively participates in and supports fundraising initiatives in coordination with the Board of Directors, staff, and volunteers;
- Participates in marketing and advertising of Company events, workshops, and shows where required;
- Maintains positive relationships with staff, Board members, artists, partners, audience members, and community stakeholders, and representing the company in a positive light;
- Acts as the face of the company and represents the company in a positive light.

EXPERIENCE AND QUALIFICATIONS

- Experience in an artistic leadership position;
- Good track record of producing experience in the performing arts;
- Is a strategic, creative thinker with an understanding of organizational vision and growth;
- Possesses initiative and the ability to work independently;
- Experience in writing, applying for, and reporting on grants;
- High-level time-management, organizational, and administrative skills;
- Is a curious, enthusiastic learner;
- Has strong written and verbal interpersonal communication and collaboration skills (in English only, though bilingualism is an asset);
- Ability to work in G-Suite and graphic design software such as Canva and social media proficiency (Instagram, Facebook, TikTok, etc.);

- Possesses emotional intelligence and the ability to manage interpersonal relationships;
- Is a self-starter and is intrinsically motivated to work unsupervised;
- Sees themselves reflected in the company's mandate and vision.

The start date for this position is **March 1st, 2024**.

Please email your CV and cover letter addressed to Board Chair Shauna Akkermans at info@skeletonkeytheatre.com before Friday, February 16, 2024 at 11:59PM.

We warmly encourage applications from folks of underrepresented communities and equity-deserving groups. Candidates may feel free to self-identify in your cover letter. Please let us know if you require any accommodations during any stage of the application process, and if there are any ways we can make the process more accessible for you.