

Position Description:
Artistic Producer
Full-time, Exempt

The Opportunity

California Shakespeare Theater (Cal Shakes) is hiring a full-time Artistic Producer (AP), a key position in a dynamic Artistic Department. The AP will work with the Artistic Director (AD) and Production Manager (PM) to produce our 2017 Main Stage Season, help drive the season planning process for 2018, and oversee Artistic and Artistic Engagement (AE) programming and budgets. The ideal candidate is committed to artistic excellence and social impact, is passionate about supporting the creative process, is comfortable collaborating with multiple departments in a high-paced arts environment and can ensure that projects are delivered on time and on budget. The AP supervises three positions and reports directly to the Artistic Director.

The Organization

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Our Mission

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Essential Duties and Responsibilities:

- Work with AD and PM to produce the Main Stage season.
- Develop and maintain strong relationships with artists that work with Cal Shakes
- Identify special events with Development and Marketing, determine artistic involvement, and facilitate artistic relationships as needed
- Communicate with AD regarding production needs and issues as they come up throughout the rehearsal, preview and performance period
- Ensure that productions are progressing in line with the expectations of the artistic office
- Work with the AD to approve programs, press releases, and marketing materials on behalf of the Artistic Department
- Attend production meetings, technical rehearsals, and preview performances, reporting to the artistic office as appropriate
- With the AD, manage the Artistic and Artistic Engagement departments including supervising staff, managing budgets, and helping to develop best practices around documentation and evaluation
- Facilitate department meetings and initiate and drive season planning process
- As a member of the Artistic Staff, cover external performances and scout artists in the field to report back with opinions and recommendations
- Be a contributing member of the artistic life of Cal Shakes by reading plays, attending readings and workshops for projects in development, and sharing thoughts with the team.

Qualifications:

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices, and a commitment to inclusion and equity
- Enjoy working in a creative, collaborative, fast-paced atmosphere and contributing to the creation of a positive work environment
- Ability to create and manage budgets.
- Have knowledge of the artistic and technical processes that are necessary in the creation of high quality, professional theater productions.
- Have exceptional management and communication skills.
- Ability to coordinate multiple projects and conflicting priorities to manage overlapping show schedules.
- Ability to work with a variety of personalities, approaches, and processes, and the ability to adapt accordingly.
- Familiarity with LORT and AEA collective bargaining agreements is preferred.
- Ability to work weekends and evenings as needed.

Supervision: The Artistic Producer reports to the Artistic Director

This is a full-time, exempt position starting on April 1 or sooner.

To apply: Email your cover letter, resume, and desired salary range to opportunities@calshakes.org.