

Since 1996, Interact’s mission to create art that challenges perceptions of disability has redefined who is included in creating the artistic vocabulary. Our entourage of 100+ actors and visual artists with disabilities creates all original work, sustains rigorous professional standards, and explores ideas through the lens of the entire spectrum of disability labels. Our uncompromising vision of radical inclusion dissolves concepts of who “can” or “cannot,” blending the talents and viewpoints of artists with and without disabilities, and artists from mainstream and marginalized communities. We are supported by funders like the MN State Arts Board, National Endowment for the Arts, McKnight Foundation, and many others. We perform in notable venues such as the Luminary Arts Center and the Guthrie Dowling Theater. <http://www.interactcenterarts.org>

Job Title: Performing Arts Department Manager

Reports to: Artistic/Executive Director

Status: Full time. Exempt. 8:00/8:30 AM - 4:30 PM, Monday through Friday
Occasional early arrivals in mornings and evening/weekend hours

Salary Range: \$44,000 to \$47,000 per year, depending on qualifications

Benefits: Eligible for health, dental, 403b retirement plan. Generous PTO policy.

Position Description

Our Performing Arts Department Manager will be a creative problem solver who enjoys working in a lively artistic environment. This staff will provide leadership in daily working coordination for five professional theater arts staff who work as instructors, mentors, colleagues, and collaborators with our 35+ member company of theater artists with disabilities. This will include year-round daily skill-building workshops in all aspects of theater, company-devised creation of original theater productions, full-scale productions in professional venues, small ensemble gigs in community settings, and other working situations. The Manager will also provide department budget management and will serve as production manager for performances.

To ensure best practices in working with our company of artists with disabilities, Interact is licensed by the MN Department of Human Services (DHS) as a disability-serving organization. Our Manager will work closely with our Client (*) Services Coordinator and our Director of Licensing and Recruiting. The Manager will maintain informational confidentiality.

The ideal candidate will have a positive, collaborative approach to every personal interaction and every aspect of fulfilling the responsibilities of this position

(*) Per MN DHS language, “clients” refers to people with disabilities served under our license.

Preferred Qualifications:

- ❖ Experience working as a Production Manager or Department Manager in a theater setting.
- ❖ Ability to create and manage departmental and production budgets.
- ❖ Experience as a performing artist would be a plus but is not required.
- ❖ Experience working with people with disabilities would be a plus but is not required.

Key Department and Production Management Responsibilities:

Within the Theater Department:

- ❖ Co-plan and facilitate day-to-day artistic programming and scheduling in collaboration with theater staff and the Artistic/Executive Director.
- ❖ Oversee performance of theater artistic staff. Monitor performance and expectations and address any issues in a positive manner, in collaboration with Managing Director and or Artistic/Executive Director when necessary.
- ❖ Maintain a productive working environment by establishing an engaging and enthusiastic workplace.
- ❖ Monitor distribution of vacation and sick days, and hire substitute staff as necessary to ensure staffing levels meet the 6:1 coverage ratio required by our DHS Licensing.
- ❖ Lead regular staff meetings, reviewing current and upcoming projects, as well as any issues with emotional, mental, or physical health and wellness of company artists.
- ❖ Communicate information verbally and through print materials about schedule changes, special events, and upcoming projects to company artists and their residential teams to ensure advance preparation.
- ❖ Update social media with current events to showcase the rich diversity if Interact, to promote our mission, and to increase our visibility in the public arena

Production Management:

- ❖ Coordinate communication and facilitate job fulfillment between all members of the production and creative teams in the period up to and including load in and strike.
- ❖ Schedule production and design meetings, setting hard and soft deadlines for submitting designs, loading in, and being prepared for technical rehearsals. Facilitate the implementation of any repairs, alterations, and notes that may occur.
- ❖ Manage the production budget including tracking receipts and redistribution of funds as needed, collaborate with accountant on tracking payments, and communicate budget tracking and adjustments to Managing Director and Artistic/Executive Director.
- ❖ Collaboration with the Artistic/Executive Director to seek, interview and hire all guest artists, designers, technical, and support staff to create an integrated production vision within the limits of the budget and structural requirements. Create all production-related contracts. Facilitate signing and filing contracts and applicable paperwork as well as the distribution of paychecks for the support, design, and production teams.
- ❖ Act as the chief liaison between the director, actors, musicians, staff artists, production/design team and administrative staff. Create and distribute all production paperwork (including calendars, additional schedules, contact sheets, prop lists, shift plot, costume change plot, rehearsal reports, performance reports, etc.).
- ❖ Assume primary responsibility for safety, and maintain a positive and interactive rapport with cast and staff.

Within the overall organization:

- ❖ Communicate information about all current and upcoming projects to overall Interact staff to ensure that schedule changes that require changes in special transportation or other artists' needs are addressed.
- ❖ Liaison with the Artistic/Executive Director, Visual Arts Manager, Gallery Manager, Managing Director, and Advancement/Marketing Director, to facilitate inter-department and organization-wide communication as it pertains to artists, day-to-day organizational management, budget meetings, artistic collaborations, productions, and exhibitions.

Key Disability-Related Responsibilities:

- ❖ Serve as an advocate for an assigned group of ensemble artists to provide the critical supportive environment needed to develop each person's artistic talents, desires, and goals, and support them through daily learning and each production they participate in.
- ❖ Maintain monthly progress logs documenting their progress toward achieving goals, including noting challenges and highlighting successes that occurred during the month.
- ❖ Keep logs up-to-date continuously to be ready for DHS site visits to ensure we are complying with regulations.
- ❖ Communicate perceived or actual health and safety concerns to Interact's Licensing Manager, Managing Director and Artistic/Executive Director, working closely with those individuals and additional parties if necessary to remedy or mitigate the situation(s).
- ❖ Participate in all required social services and state licensing training. Follow all policies and procedures to ensure participant artists are in a safe and supportive environment at all times.

Qualifications:

- ❖ MFA, BFA, BA and/or other related experience
- ❖ 1 to 3 years of supervisory experience
- ❖ Proficiency in Microsoft office
- ❖ Ability to work collaboratively as part of a team – strong interpersonal skills required
- ❖ Ability to work efficiently managing multiple projects and priorities
- ❖ Have professional connections in the larger theatre community
- ❖ Demonstrated communication skills (oral and written) with artists, families, health professionals, community agencies, and units of government
- ❖ Demonstrated ability to work with people from diverse racial, ethnic, and economic backgrounds

Special Requirements:

- ❖ Because this position will require face to face contact with individuals who are vulnerable to illness, we require that candidates are fully vaccinated against COVID-19 and obtain boosters and other preventive practices as available.
- ❖ All candidates must pass a required background check prior to hiring.

To Apply:

Please email resume, cover letter detailing your interest in this position, and three professional references to joep@interactcenter.com. We are looking to hire as soon as possible.