



Position Announcement/Description  
**Midland Center for the Arts**  
**Midland, Michigan**

**Position Title:** Manager of Produced Theatre and Theatre Education  
**Supervisor:** Vice President Of Programming  
**Classification:** Full Time Exempt  
**Compensation:** \$50,000 - \$55,000  
**Last Updated:** 03/19/2024

**ABOUT MIDLAND CENTER FOR THE ARTS**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 250,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally- produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond.

Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT:**

The Manager of Produced Theatre and Theatre Education is a collaborative and creative team player dedicated to the artistic direction of community theatre programs and the advancement of youth theatre education, familiar with the breadth of theatre repertoire for youth and adults. Knowledgeable of the numerous processes that are involved in youth and community theatre producing, including the management and recruitment of volunteer performers and crew members, the manager is a critical member of the Center's Programming Department that oversees all performance-based programs that occur on stage at the Center's venues.

Working with the Education Department, the position also oversees alignment with youth theatre curriculum and manages teaching artists. The position also serves as the main artistic director and point of contact for Center Stage Theatre programs, working with the Center Stage volunteer committees to select and produce an annual series of events that provide opportunities for local theater artists, and entertain local audiences.

**PRINCIPAL AREAS OF RESPONSIBILITY:**

- Contributes as a member of the Programming Team in planning, concept development, and execution.
- Works alongside performing arts and education counterparts to advance Center's broader education goals.
- Serve in a leadership role on the Creative Team of one production per season.
- Adhere to all Center policies and attend all Center required meetings and trainings including but not limited to DEIA training, IT training, and HR trainings.

- Liaison and facilitator to various committees involving education, youth, and adult theatre.

**KEY DUTIES:**

The duties of this position include, but are not limited to:

**Education 40%**

- Work with Director of Education to create vision for youth theatre program including more robust, broader courses, workshops, masterclasses, and performance opportunities.
- Recruit, interview, hire, and oversee qualified theatre education staff.
- Collaborate actively with local educators within the region to recruit and retain student participation.
- Design and execute sequential youth theatre curriculum that fosters the development of skills and high standards of theatrical process and performance.
- Plan, produce, budget, execute, and oversee all Youth Theatre productions.
- Recruit, interview, hire, and oversee qualified Youth Theatre creative and technical teams.
- Coordinate and mentor parent and guardian production volunteers.
- Lead and serve as Center Staff liaison for the Youth Theatre Committee.
- Mentor and train Youth Theatre educators and educators-in-training, providing opportunities for growth and development of skills.
- Guide and lead the development of youth technical theatre programs and opportunities.
- Keep up to date on theater education trends and serve as a theater educator and/or trainer.
- Other duties as assigned.

**Theatre Artistic Direction & Production 60%**

- Serve as Producing Artistic Director for Produced Theatre productions: strategize, plan, produce, budget, execute, advise, and oversee the community theatre season.
- Create and maintain equitable practices in recruiting volunteers and hiring creative teams, while leading and maintaining an inclusive work environment.
- Facilitate the integration, cooperation, and coordination of facilities, technical, and creative teams.
- Hire, manage, and artistically advise all community theatre creative teams and facilitate collaboration with appropriate internal Center Staff.
- Advise, mentor, and lead each production's creative teams in key meetings, such as: production, design, and director concept meetings.
- Manage the Costume Shop Coordinator, overseeing the Costume Shop, costume stock, costume donations, and costume rentals.
- Work with Technical Manager to oversee the Properties Shop and prop rentals.
- Create and maintain community and professional collaboration across artistic mediums.
- Program and produce mission-based, purpose-driven productions that aim to entertain, educate, challenge, inspire, and enrich the mid-Michigan community
- Follow budgetary objectives as outlined by Vice President of Programming.
- Create and maintain a strategy to increase volunteerism on and off the stage, specifically reaching areas outside of Midland and increasing inclusivity.
- Work with Programming Coordinator and creative teams to ensure comprehensive audition and rehearsal schedule for all produced theatre events.
- Attend key rehearsals, technical rehearsals, and dress rehearsals for all Produced Theatre productions to offer advice and feedback to creative teams.
- Lead and serve as Center Staff liaison on Theatre Volunteer Committees: Volunteer Relations Committee, Production and Programming Committee, and Selection Committee.
- Other duties as assigned.

**PREFERRED QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE:**

- Knowledge of youth and community theatre repertoire.
- Ability to communicate, collaborate, and teach community artists of varying levels of ability.
- Proficiency in producing theatre.
- Commitment to story-telling across large and small forms.

- Ability to engage and manage production and artistic teams.
- Effective communicator, written, oral and public speaking.
- Commitment to develop positive working relationships with diverse populations, not limited to ethnicity, heritage or race, but expanded across all historically marginalized populations.
- Ability to actively recruit and manage volunteers and advisory councils.
- Demonstrated project management and organizational skills.
- Flexibility to grow and modify, in harmony, with a quickly changing world.
- Commitment to actively remaining with the current industry, artistic trends, and networking.
- Bachelor's degree in theatre, musical theatre, theatre arts, or other institutional equivalent degree.

**Preferred Characteristics:**

- Is comfortable on-stage hosting and speaking publicly.
- Has the ability to write a youth theatre curriculum.
- Is able and willing to teach courses/direct K-12 students.
- Has the ability to direct theatrical projects with both community and professional artists.
- Possess a strong network of professional industry contacts.

**To Apply: Please submit your credentials to [HR@midlandcenter.org](mailto:HR@midlandcenter.org) and include “Manager of Produced Theatre and Theatre Education” in your subject line.**