

Stebens Children's Theatre

Artistic Director

Job Description

Compensation

\$55,000 - \$60,000 plus benefits and professional development opportunities

Stebens Children's Theatre is seeking a Artistic Director to lead an award-winning youth theater company.

Primary Responsibility

- Produces and directs the mainstage productions (5 per year) at Stebens Children's Theatre.
- Maintains and protects the integrity of Stebens Children's Theatre, including staff, Board of Directors, students, and patrons.

Other Responsibilities

- Artistic Responsibilities
 - Reports any major changes pertaining to a production to the President of the Board of Directors and Executive Director
 - Assembles and directs the cast necessary to stage all productions. (Unless a guest director is being used)
 - Assists any guest directors as requested by that guest director
 - Prepares, posts and publicizes the audition, call-back and rehearsal schedules
 - Coordinates with the Scenic Designer/Technical Director, the use of the stage for rehearsal and construction purposes
 - Identifying and hiring, with the Executive Director, production staff members
 - Consults with production staff members prior to the first rehearsal and as needed during rehearsals
- Financial Responsibilities
 - Working closely with the Executive Director:
 - Coordinates, with the production staff, technical director and costume designer, the scheduling and budgeting of shows and reports to the Executive Director/ Board in advance of each session
- Public Relations Responsibilities
 - Supervises the design, printing and timely distribution of all publicity materials
 - Assist Box Office and Executive Director with social media
 - Assist Executive Director as needed or requested

- Together with the staff and students, presents to the Executive Director, a suggested list of qualified students who they feel are qualified for the acting awards to be presented at the last production/award ceremony
- Establishes office hours
- Meets with Executive Director weekly
- Is responsible for building security and securing alarm systems when leaving the building
- Prepares the production schedule for the upcoming season with the Executive Director

COMPENSATION

- Annual Salary of \$55,000 - \$60,000 dependent on experience
- Benefits package includes \$10,000 health insurance stipend and a \$5,000 matching retirement plan; three weeks paid vacation plus 7 approved holidays and 5 additional personal days. Budgeted monies and time is available for professional development.

THE PROCESS

The search committee is comprised of SCT Staff, Board Members, Parents and Students.

Application priority deadline: **December 31, 2025**

Applications received by this date will be given priority consideration. While we will still accept and may consider applications received after this date, you are encouraged to apply by December 31.

Interviews will be held as soon as possible and will include questions and discussions with students.

APPLICATION INSTRUCTIONS

Please use your cover letter to tell us what excites you about this role, the field of youth theater, as well as your approach to equity, diversity, and inclusion as relates to this position. Please describe how your background and experience prepares you for this position. Additionally, please submit a sample season with your resume.

Include your resume or CV and three professional references.

Submit this information to: sctboardpresident@gmail.com

For more information please see our website at stebensct.com or email the Board President at sctboardpresident@gmail.com.