



ARTISTS REPERTORY THEATRE JOB DESCRIPTION

Position: Associate Director, DNA: Oxygen

Location: Portland, Oregon

Employment Type: Full-Time

Salary: \$35k (with 3% annual cost of living increase)

Benefits: Kaiser health insurance policy that includes medical, dental, and vision for the employee. Health care benefits begin at the beginning of the month after the first month completed by the employee. Generous paid time off policy (including 9 paid holidays). Option to participate in a pre-tax retirement benefits plan (403b). \$50 monthly stipend for personal phone/wifi uses for work.

Position Open Until Filled

ABOUT ARTISTS REPERTORY THEATRE:

Founded in 1982, Artists Repertory Theatre is the longest-running professional theatre company in Portland, Oregon. Begun by local artists who desired to produce contemporary theatre that addressed the issues of our time, ART has grown into a significant presence across the country with a legacy of regional, national, and world premieres produced at the highest level. Artists Repertory Theatre's (Artists Rep or ART) mission is to produce intimate, provocative theatre and provide a home for a diverse community of artists and audiences to take creative risks.

JOB DESCRIPTION:

The Associate Director of DNA: Oxygen is a collaborative arts professional dedicated to finding more equitable structures and practices in The U.S. Regional Theatre. This new position will report directly (and serve as a strong thought partner) to Zi Alikhan, recently named ART Artistic Directing Fellow and Director of DNA: Oxygen, a newly established initiative at ART with funding restricted to the development and production of new work, and the establishment of equitable

mentorship and collaborative practices, generated by, led by, and featuring Black, Indigenous, and People of Color (BIPOC) artists. DNA: Oxygen currently has an annual program budget of \$100k (secured through the 2023 fiscal year) with an endowment strategy in place.

As an affinity space and a creative hub, DNA: Oxygen strives to be an industry-leading initiative in the radical restructuring of power in the regional theatre landscape. By centering BIPOC artists as leaders, as thinkers, and as generators, DNA: Oxygen is setting out to serve these theatrically underserved stories and makers, ensuring a pipeline to production for artists of color that disrupts historic molds. The ideal candidate for the Associate Director position will have a background in theatre (ideally directing, curating, and/or producing) and an interest in social justice, community partnership, and the restructuring of institutions within our industry. This is an opportunity for an early-career artist-administrator with an interest in contributing to the earliest phases of program development, while exploring career-advancing experiences or opportunities throughout the entire Artists Rep organization.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Displays a strong entrepreneurial spirit and well developed innovation muscle, with the desire to cultivate new means of making and supporting theatrically-centered engagement to a diverse body of communities and needs.
- Demonstrated ability as an adept and persuasive communicator, both written and verbal. The Associate Director will be integral in the grant writing and fundraising process, necessitating an ability to authentically engage with board members, the ART leadership team, donors, volunteers, and other theatre supporters in a variety of settings and mediums.
- Contribute to a positive organizational culture based on mutual respect, collegiality, collaboration, and openness to many perspectives, starting from a commitment to ART's anti-racist/anti-oppression/anti-bias goals.
- Capable of self-directed work; able to set and meet multiple and/or competing deadlines in a fast-paced, team-oriented environment; the ability and desire to lead when DNA's Director passes the baton their way.
- Strong analytical and organizational skills with the ability to delegate tasks, motivate colleagues, and manage priorities in a deadline-oriented environment, reinforcing the larger game plan and goals set forth in collaboration with the Director of DNA: Oxygen.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of ART.

APPLICATION PROCESS:

The Director of DNA: Oxygen, with the assistance of the Executive Artistic Director and Managing Director of ART, will conduct interviews and oversee the process. Finalists will meet with all members of the ART staff/team during the interview process. While this role may include the opportunity to direct and/or choreograph productions at Artists Rep, this position is open to any experienced theatre maker with an interest in directing, producing, equity in The U.S. Regional Theatre, and theatre arts administration. We are seeking applicants who are inspired by Artists Rep's production history and commitment to new work, and are eager to collaborate with Portland-based artists. The unusual circumstances of the COVID-19 pandemic would afford a winning candidate the opportunity to begin their employment by working remotely until it is safe to resume regular in-person productions and public assembly, at which point they will need to relocate to Portland for the duration of their employment.

Submissions should be emailed to jobs@artistsrep.org with DNA: OXYGEN ASSOCIATE in the subject line. Please submit administrative and artistic resumes; a cover letter describing why this position aligns with your professional goals and how your personal and professional experience could be applied to establishing the DNA: Oxygen Program; and three references with contact information. No phone calls, please.

Artists Repertory Theatre is committed to fostering a diverse, equitable, and inclusive workplace. The position will remain open until a diverse list of qualified candidates has been assembled.

Artists Repertory Theatre does not discriminate in its hiring and employment practices against any applicant because of race, color, creed, age, national origin, religion, political affiliation, marital status, disability, sexual orientation, gender identification, or any other basis protected by local, state, or federal law.

ABOUT ARTISTS REPERTORY THEATRE

[ARTISTS REPERTORY THEATRE'S \(ART\)](#) mission is to produce intimate, provocative theatre and provide a home for a diverse community of artists and audiences to take creative risks.

ART recognizes that we are a predominately white organization and operate within systemic racism and oppression, and that silence and neutrality are actions of complicity. We recognize the critical role the arts play in our culture and national conversation, and accept our responsibility to make positive change through our work, our practices, and our policies. We commit ourselves to the work of becoming an anti-racism and anti-oppression organization, and will [work with urgency](#) to end racial inequities in our industry and our culture.

We invite artists, audiences, and colleagues to hold us accountable.

ART gratefully acknowledges our theatre rests on the traditional lands of the Multnomah, Wasco, Cowlitz, Kathlamet, Clackamas, Bands of Chinook, Tualatin Kalapuya, Molalla and many other tribes who made their homes along the Columbia River.

Led by Executive Artistic Director Dámaso Rodríguez, Executive Director J.S. May, and Managing Director Kisha Jarrett, ART (est. 1982) is Portland's oldest professional theatre company and has become a significant presence in the U.S. regional theatre with a legacy of world, national, and regional premieres of provocative new work with the highest standards of stagecraft. In 2016, ART became the 72nd member of the League of Resident Theatres (LORT) and is an Associate Member of the National New Play Network (NNPN). Plays developed by ART have subsequently been produced in New York, Chicago, London, and throughout the country. Recognition for ART commissioned plays includes the Dramatists Guild Foundation Award, the Edgerton New Play Award, NEA Funding, the Mellon Foundation National Playwright Residency Program, American Theatre Magazine's Most-Produced Plays, and coverage in the New Yorker and the New York Times.

[TABLE|ROOM|STAGE \(T|R|S\)](#), established in 2015, is Artists Rep's new works program. The T|R|S mission is to develop and produce new work that vividly expresses Artists Rep's [aesthetic values](#). Focused on work by BIPOC writers, women, LGBTQIA+ and gender nonconforming writers, and offer an environment where these playwrights can create provocative, intimate new theatre pieces that challenge, illuminate, and inspire.

T|R|S has produced the following commissions: *The Talented Ones* by Yusef El Guindi (April 2017), *The Thanksgiving Play* by Larissa FastHorse (Sicangu Lakota) (April 2018), the NNPN Rolling World Premiere *Wolf Play* by Hansol Jung (March 2019), and the upcoming *Looking for Tiger Lily* by Anthony Hudson (Spring 2021).

T|R|S is home to Mellon Playwright-In-Residence and Steinberg Award Winner, E.M. Lewis, and Lacroute Playwright-In-Residence, Andrea Stolowitz. Playwrights under commission presently include Linda Alper, Anthony Hudson, Steve Rathje, Andrea Stolowitz, and E.M. Lewis, whose play *The Great Divide* is co-commissioned with ART and Oregon Shakespeare Festival. New projects are also being developed with Susannah Mars, Vin Shambry, and other Mercury Company artists.

T|R|S has a hand in shaping World Premieres and vital second productions by some of the nation's most exciting playwrights. Productions are: *La Ruta* by Isaac Gomez (November 2019), *Teenage Dick* by Mike Lew (January 2019), *Magellanica* by E.M. Lewis (January 2018), and *Cuba Libre* by Carlos Lacámara (Book) and Jorge Gómez (Music & Lyrics).

Through T|R|S, Artists Rep is an Associate Member of the National New Play Network (NNPN).

RESIDENT ARTISTS have an ongoing history of working on stage and behind-the-scenes of Artists Rep's mainstage productions. They collaborate with administrative staff on education, community engagement, new play development, and fundraising efforts. The Resident Artist title is offered by the Artistic Director in appreciation of each artist's achievements with ART and in the spirit of continued collaboration. These multidisciplinary theatre makers are deeply committed to ART's success, share organizational values, and participate in decision-making processes that impact the theatre's mission and its future. Through the Resident Artists program, a diverse community of Portland-based artists are at the center of the day-to-day life of the theatre and play a vital part in creating the culture at ART.

EDUCATION is dedicated to developing life-long learners at every ability, interest, and level of expertise. Opportunities focus on engaging with our community by offering professional-level classes, coaching, and workshops with our teaching artists. Programs like these serve artists and others seeking professional development, students seeking to engage in the transformative power of the arts, and life-long learners who can take classes in subjects such as dramaturgy, script-writing, and communication for non-actors. With the Student Ambassador Program, students learn about the inner-workings of a major nonprofit professional theatre, meet once per month, see shows for free, and participate in discussions with leading theatre artists and professionals. Access and enrichment are available for educators who enjoy ticket discounts,

school programming, and workshops. Enhanced viewing experiences include post-show discussions with the cast, panel discussions with experts, and a dedicated conversation with production designers. Artists Rep and The Actors Conservatory are working in collaboration for both studio classes and a two-year intensive acting conservatory certificate program.

ARTSHUB is Artists Rep's resource sharing and community-building initiative supporting Portland theatre makers, arts and education nonprofits, and community groups. The mission of the ArtsHub is to create a cultural center by supporting Portland's rich artistic ecosystem. Programs and services include below market rates for rehearsal, performance, and meeting space; shared administrative work space for individuals and organizations; and production services such as set construction, scenic painting, and professional technical support from design through performance. We prioritize artists and organizations that support ART's values of equity, diversity, and inclusion, and seek to provide a home for artists and audiences to take creative risks.

While the program's origin seven years ago was in response to an opportunity to share underutilized performance space, we have found that the most vital and lasting impact of the ArtsHub is the bustling community that has been formed, and the myriad ways it has led to the empowerment of local artists and the accelerated growth of participating organizations. Our new facility is being designed so that the ARTSHUB can include even more organizations than it currently serves.

RISE: The Campaign for Artists Repertory Theatre is the capital funding drive that will make possible the reinvention of ART's building at 1515 SW Morrison. Originally an Elks Lodge health club, the Artists Rep building has reached the end of its useful life. A major gift in 2018 paid off the outstanding mortgage on the entire downtown block catalyzing the 2019 sale of the north half of the building. ART received \$9 million in the sale, which is now the lead investment for the reimagining of the remaining building. The roof and two massive wood beams will rise to create a modern multiuse performing arts center with two theatres, four rehearsal halls, and collaborative spaces that will give space to the many new stories waiting to be shared.