

TheatreWorks

S I L I C O N V A L L E Y

CASTING DIRECTOR

JOB OPENING: The Casting Director at TheatreWorks has both artistic and administrative duties --we are seeking an applicant with initiative, creativity and experience in both areas.

Responsibilities:

- > Initiate and project manage casting for 8 mainstage productions each season, including musicals, dramas, comedies and world premieres, as well as a 5 show New Works Festival, the Education Department school tour, fundraising galas, and other New Works workshops. This includes budgeting (both forecast and actual), holding open call auditions, setting up invitational callbacks both in the Bay Area and out of town (e.g. preparing breakdowns, sides, songs, and information sheets and scheduling with actors, creatives, support staff and facilities), and maintaining the database and paper files.
- > Supervise all contracts and financial arrangements with actors, in coordination with the Company Manager.
- > Serve as the liaison for the company with Actors' Equity Association, supervising reports, queries, and requirements of the LORT contract.
- > Supervise Associate Casting Director/Company Manager, FutureWorks Fellow, and Interns..
- > Coordinate with the Administrative Departments about scheduling, playbill content, interviews, promotional ideas, guest speakers, gala performances and invited guests.
- > Assist the Artistic Director in planning, scheduling and contacting artists.
- > Provide orientation for guest directors.

Resources/Staff

- >The Artistic Department is made up of the Artistic Director, the New Works Director (off-site), the Company Manager/Associate Casting Director, the FutureWorks Fellow, and seasonal interns.
- >This is a full-time position with benefits.

Skills & Perspectives we are seeking:

- >A deep and empathetic understanding of the challenges and processes of making theatre.
- >A hands-on commitment to the TheatreWorks mission, specifically our long history of both multi-cultural programming and non-traditional casting.
- >Excellent time management and communication skills- thinking like a project manager, a stage manager, and a director.
- >Knowledge of and admiration for the Bay Area acting pool.
- >Mad skills with Microsoft Excel, Access, Word and Outlook.
- >A friendly and supportive approach to working with artists.
- >Interest and ability to travel out of town five or six times per year for auditions.

TheatreWorks offers a competitive salary, commensurate with experience and skills, and a generous benefits package including health insurance, a 403(b) retirement plan, paid time off, season tickets to TheatreWorks, friends and family discounts, and a creative and energetic environment.

TheatreWorks is an equal opportunity employer committed to a diverse workforce.

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Organization Overview

For over 47 years, TheatreWorks Silicon Valley has produced award-winning theatre. Under the leadership of Founding Artistic Director Robert Kelley and Managing Director Phil Santora, TheatreWorks celebrates the human spirit and the diversity of its community, nurtures new work, champions arts education, and revitalizes great works of the past. TheatreWorks is committed to developing new works for the American theatre and has produced 65 world premieres and over 150 U.S. and regional premieres. TheatreWorks' season includes a mainstage series of eight plays and musicals serving over 100,000 patrons, a thriving New Works Initiative, and a collection of innovative education programs reaching over 25,000 youth every year.

With a reputation for artistic excellence, innovation, diversity, and integrity, TheatreWorks is Silicon Valley's leading professional nonprofit theatre company. TheatreWorks presents a year-round season of musicals, comedies, and dramas in the Mountain View Center for the Performing Arts (LORT B) and at the Lucie Stern Theatre in Palo Alto (LORT C).

As TheatreWorks is nearing its 50th anniversary, it is one of California's largest theatres, with 40 permanent staff members, a 30-member Board of Trustees, more than 8,000 subscribers, and an annual budget of \$8.5 million. A pioneer in diversity programming, a regular home to world and regional premieres, and a widely-hailed source of original new works for the American stage, TheatreWorks is the nationally-acclaimed theatre of Silicon Valley.

TO APPLY

If you would like to apply, please send the following:

- 1) a cover letter which describes your interest in the position
- 2) a resume or cv which outlines your past work experience and theatre experience
- 3) Names of two theatre colleagues as references.

Please send either by email to jhoffman@theatreworks.org or by snail mail to Jessie Hoffman, 350 Twin Dolphin Drive, Suite 127, Redwood City, CA 94065.

We would like to receive your material by 10/4/17.
Start date is flexible – December 2017/January 2018.
All applications will be considered confidential.