



Job Title: Artistic Director

Reports To: Board of Directors

FLSA Status: Nonexempt

Employment Status: Part-time, hourly W-2 employee

Compensation: \$23-\$27 per hour, commensurate with qualifications and experience

Estimated Time Commitment: 20-25 hours per week. Attendance at all Board, production, and staff meetings is required.

Prepared Date: October 2026

Approved By: Board of Directors

Approved Date: To be completed

JOB SUMMARY:

The Artistic Director advances the mission of Children's Theatre of Southern Indiana (CTSI) by providing artistic leadership and oversight of the organization's theatre programming and educational experiences. This position guides season and show selection, creative teams, auditions, classes, camps, curriculum, and the quality of the youth theatre experience. The Artistic Director works collaboratively with the Managing Director, who is an equal leadership partner reporting directly to the Board of Directors. Neither director supervises the other. The Artistic Director directly supervises the Production Manager and collaborates with staff, teaching artists, volunteers, families, and community partners to deliver inclusive, safe, engaging, and mission-aligned programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Artistic Director performs the following duties either independently or in collaboration with the Managing Director, Board of Directors, Production Manager, teaching artists, staff, contractors, and volunteers. Other duties may be assigned.

1. Artistic Vision and Season Planning: Develop and communicate CTSI's artistic and educational vision in alignment with the organization's mission, values, strategic priorities, available resources, and the needs of young performers. Collaborate with the Managing Director and Board in the development, implementation, and evaluation of CTSI's strategic plan, providing leadership on artistic, educational, and programmatic priorities. Provide leadership for the development of productions, classes, camps, workshops, and other educational and community-based programming that support artistic excellence, skill development, creativity, and engagement for participants of all experience levels. Recommend seasons, productions, classes, camps, workshops, and other programming for appropriate approval and ensure that all artistic

and educational offerings support CTSI's long-term growth, community impact, accessibility, and sustainability.

2. Production and Creative Leadership: Coordinate artistic planning for productions, including selection and collaboration with directors, choreographers, music directors, designers, and other creative personnel. Establish artistic goals, timelines, and expectations, in coordination with the Production Manager and relevant creative teams.

3. Education and Youth Programming: Lead the development and oversight of classes, camps, workshops, curriculum, and other educational offerings. Support program quality, age-appropriate learning, inclusion, and a positive learning environment for young people with varied experience and abilities.

4. Auditions and Participant Experience: Oversee audition processes and artistic placement practices; communicate expectations clearly to participants and families; and promote a welcoming, respectful, developmentally appropriate experience for children and youth.

5. Production Manager Supervision: Lead the recruitment, selection, onboarding, supervision, development, and evaluation of the Production Manager in accordance with CTSI policies and applicable law. Establish clear responsibilities, performance expectations, goals, and accountability measures; assign and review work; provide ongoing coaching and feedback; and conduct performance evaluations. Ensure the Production Manager has the resources, support, and direction necessary to effectively coordinate production operations and contribute to the success of CTSI's productions, educational programming, and organizational objectives.

6. Teaching Artists, Creative Personnel, and Program Evaluation: Recruit, coordinate, support, and evaluate teaching artists, directors, choreographers, music directors, and other creative personnel engaged in CTSI productions, classes, camps, workshops, and educational programming, within approved authority and Board-approved budget parameters. Communicate artistic and educational expectations and ensure personnel have the information, resources, and support needed to deliver high-quality experiences for participants and audiences. Develop and implement performance expectations, evaluation criteria, and key performance indicators (KPIs) for teaching artists, creative personnel, classes, camps, workshops, and other educational programs. Regularly assess program outcomes, participant engagement, educational effectiveness, enrollment and retention trends, and stakeholder feedback to evaluate curriculum quality and personnel performance. Recommend and implement improvements as needed, and provide periodic reports and recommendations to the Board regarding program effectiveness, outcomes, and opportunities for growth.

7. Program Quality, Safety, and Inclusion: Help ensure that artistic and educational activities are inclusive, age-appropriate, and consistent with CTSI's child-safety policies and procedures.

Work with the Managing Director and Production Manager to identify and address program, rehearsal, and performance safety needs.

8. Budget and Resource Stewardship: Participate in annual budget development and monitor artistic and education-related expenses. Make programming recommendations that consider revenue, staffing capacity, facilities, equipment, accessibility, and other organizational resources. Coordinate financial approvals with the Managing Director and Board as required.

9. Fundraising, Grants, Community Engagement and Program Marketing: Collaborate with the Managing Director and Board on fundraising, grant applications and reporting, community partnerships, audience development, and outreach that support CTSI's artistic and educational mission. Work with the Managing Director to develop and implement marketing and outreach strategies that increase participation in productions, classes, camps, workshops, and educational programming. Identify opportunities to engage new students, families, teaching artists, volunteers, and community partners through programming, educational initiatives, and community engagement activities. Provide timely program information, production details, creative content, and promotional materials to support organizational marketing and communications efforts. Evaluate program participation, audience engagement, and community feedback to inform future programming and identify opportunities for growth.

10. Strategic Planning and Organizational Collaboration: Work with the Managing Director and Board to implement the approved strategic plan, evaluate programming outcomes, identify opportunities for improvement, and contribute to a positive, collaborative organizational culture.

11. Stakeholder Communication, Community Partnerships and Organizational Representation: Maintain respectful, timely communication with the Managing Director, staff, contractors, participants, families, teaching artists, volunteers, creative teams, donors, and community partners. Build and maintain collaborative relationships with other community theatre programs, approaching them as partners rather than competitors. In coordination with the Managing Director, identify and pursue opportunities for mutual support, shared resources, cross-promotion, and joint initiatives that align with CTSI's mission and Board-approved policies. Respect established role boundaries and support consistent implementation of Board-approved policies within the position's responsibilities. Represent CTSI professionally at meetings, performances, events, and community activities as needed.

12. Board Communication, Collaboration and Reporting: Attend all Board meetings, except when excused by the board or excluded from an executive session. Work collaboratively with the Board of Directors to support organizational priorities and implement Board-approved decisions. Provide the Board President, Treasurer, and Board committees with timely operational and

financial information. Prepare reports and materials for Board meetings, communicate emerging needs or risks, and support clear documentation of decisions, approvals, and follow-up actions.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Production Manager and provides leadership, direction, support, and performance oversight for teaching artists, directors, choreographers, music directors, and other creative personnel engaged in CTSI productions, classes, camps, workshops, and educational programming, as assigned or authorized. Supervisory responsibilities are carried out in accordance with CTSI policies and applicable laws and requires recruitment, onboarding, assigning and reviewing work, communicating expectations, providing coaching and feedback, supporting professional development, conducting performance evaluations, and addressing performance concerns.

Develop and maintain performance expectations, evaluation criteria, and key performance indicators (KPIs) for teaching artists, creative personnel, and educational programs to support artistic excellence, educational effectiveness, participant engagement, and organizational goals. Regularly evaluate personnel performance, curriculum effectiveness, program outcomes, participant and family feedback, enrollment and retention trends, and other relevant measures of success, and recommend improvements as needed. Provide periodic updates and recommendations regarding personnel and program performance to the Board of Directors.

The Artistic Director does not supervise the Managing Director; the two director positions are equal peers and both report directly to the Board of Directors.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the knowledge, skills, and abilities expected for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

COMPETENCIES:

Organization-related competencies

- **Communication:** Communicates clearly and respectfully with children, families, colleagues, volunteers, and community partners; listens actively and provides timely information.
- **Teamwork and Collaboration:** Builds positive working relationships, welcomes feedback, shares information, and supports collective goals.
- **Organizational Support:** Follows policies and procedures, completes administrative responsibilities accurately and on time, and supports CTSI's mission and values.

- **Confidentiality and Integrity:** Handles financial, personnel, donor, and organizational information appropriately and exercises sound judgment when accessing or sharing sensitive records.
- **Youth-Centered Practice:** Demonstrates patience, sound judgment, appropriate boundaries, and a commitment to a welcoming and developmentally appropriate environment for children and youth.
- **Inclusion and Accessibility:** Promotes inclusive, welcoming, and accessible artistic and educational programs, communications, facilities, and community engagement activities that support participation by individuals with diverse backgrounds, abilities, and experiences.

Job-related competencies

- **Artistic Leadership:** Communicates a clear artistic and educational vision, aligns programming with CTSI's mission and strategic priorities, and leads the development of productions, classes, camps, workshops, and other learning experiences that are engaging, purposeful, inclusive, and appropriate for young performers.
- **Strategic Planning:** Contributes to the development, implementation, and evaluation of organizational strategic plans. Aligns artistic, educational, and programmatic initiatives with CTSI's mission, strategic priorities, available resources, and long-term organizational goals.
- **Educational Program Development:** Plans, implements, and evaluates classes, camps, workshops, and learning experiences with attention to age, skill level, inclusion, learning outcomes, participant engagement, and program effectiveness. Uses feedback and performance measures to support continuous improvement.
- **Program Evaluation and Continuous Improvement:** Develops and utilizes performance measures, program outcomes, participant feedback, and key performance indicators (KPIs) to assess the effectiveness of classes, camps, workshops, productions, and educational programs. Uses evaluation results to support decision-making, accountability, and continuous improvement.
- **Planning and Project Management:** Organizes and coordinates multiple productions, classes, camps, workshops, events, schedules, personnel, and resources; establishes priorities, tracks progress, and adjusts plans to meet organizational needs and deadlines.
- **Problem Solving:** Identifies artistic, educational, operational, and personnel challenges; gathers relevant information; considers alternatives; and develops practical solutions that support participant success and organizational goals.
- **Adaptability:** Manages changing priorities and seasonal workload fluctuations, including busy periods around auditions, rehearsals, and performances.
- **Cost Consciousness:** Works within approved budgets, uses resources responsibly, and considers financial impact when recommending artistic and educational activities.

- **Leadership and Accountability:** Sets clear expectations, establishes performance standards, provides constructive feedback, conducts evaluations, and promotes accountability for teaching artists, creative personnel, and educational programs. Supports a respectful team culture and continuous professional growth.

EDUCATION AND/OR EXPERIENCE:

A bachelor's degree in theatre, performing arts, arts education, education, nonprofit leadership, or a related field is preferred. Equivalent combinations of relevant education, professional experience, and training may be considered. Experience in youth theatre, arts education, directing, production, curriculum development, or related performing arts programming is strongly preferred. Demonstrated ability to work collaboratively with children and youth, families, teaching artists, volunteers, and creative teams is required. Prior supervisory or team leadership experience is preferred.

LANGUAGE SKILLS:

Ability to communicate clearly and professionally in written and spoken English; prepare program information, schedules, instructions, and correspondence; and make presentations or facilitate conversations with children, families, staff, volunteers, and community groups.

MATHEMATICAL SKILLS:

Ability to apply budgeting, financial analysis, and quantitative reasoning skills to support artistic and educational programming. Ability to develop, monitor, and evaluate program and production budgets; review invoices, payroll-related information, and financial reports; identify discrepancies and variances; analyze financial and operational results; and make data-informed recommendations. Ability to interpret enrollment, attendance, participation, and financial performance metrics and effectively present program outcomes and budget information to the Board and organizational leadership.

REASONING ABILITY:

Ability to define problems, gather information, exercise sound judgment, make age-appropriate and mission-aligned decisions, and manage several projects and competing priorities. Ability to interpret schedules, production requirements, curriculum materials, and organizational policies.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

Any background checks, child-safety training, mandated-reporter training, CPR/First Aid certification, or other credentials required by CTSI policy, applicable law, a facility, or a funding agreement must be completed and maintained as applicable to the position.

OTHER SKILLS AND ABILITIES:

Ability to work effectively with children and youth of varied ages, abilities, backgrounds, and experience levels; maintain appropriate professional boundaries; respond calmly to concerns; and help create an inclusive, respectful learning and performance environment. Ability to use

common workplace technology, email, shared calendars, word-processing and spreadsheet software, online registration or scheduling systems, and other tools used by CTSI. Must be able to maintain accurate records, protect confidential information, and coordinate work across staff and volunteer roles. The position requires sound judgment, reliability, discretion, and a commitment to transparent and responsible nonprofit management. Must be able to adapt to shifting priorities and work collaboratively in a small organization where clear communication and flexibility are important.

PHYSICAL DEMANDS:

The physical demands described here are representative of those required to perform the essential functions of the job. Reasonable accommodations may be made. The position requires periods of sitting, standing, walking, speaking, listening, and moving between rehearsal, classroom, performance, and office spaces. Some activities involve moving or carrying supplies, costumes, scripts, props, set pieces, or program materials.

WORK ENVIRONMENT:

Work takes place in classrooms, rehearsal rooms, theatres, backstage areas, offices, and community locations. The position requires flexibility to work some evenings and weekends based on classes, auditions, rehearsals, performances, and special events. Workload may vary by season, and scheduled hours should be coordinated with CTSI's program calendar and approved staffing plan. The Artistic Director is expected to collaborate closely with the Managing Director and Production Manager and to follow all applicable CTSI policies, including those related to child safety, facility use, and emergency procedures.

SIGNATURES:

Employee's Printed Name

Board President's Printed Name

Employee's Signature / Date

Board President's Signature / Date