



**POSITION ANNOUNCEMENT:
Associate Artistic Director - Artistic Development**

POSTING DATE: January 23, 2022
STATUS: Full-Time Exempt
SALARY: Level 2 of our FY23 Fair Pay Guidelines: \$80,000-\$100,000 annually

Ars Nova seeks an accomplished and highly collaborative artistic leader who is confident in their unique perspective, possesses excellent community building skills, and has the ability to further Ars Nova's work identifying, incubating and launching emerging talent.

This is one of two Associate Artistic Director roles on a re-formed Artistic Team that also includes our Associate Artistic Director - Artistic Discovery, Andrew Neisler, and our Head of Artistic Programs, Eric Shethar. Recognizing the company's commitment to fostering new work as well as its high standard of artistic risk-taking and excellence, the two Associate Artistic Directors will form a collaborative partnership to co-lead Ars Nova's next artistic chapter, with the guidance of Founding Artistic Director Jason Eagan, and alongside a synergistic Ars Nova staff.

Each Director serves as a key member of the theater's leadership team, helping Ars Nova meet the entirety of its mission by connecting artists to opportunities and building our community across all programming and programs. While both positions will carry a great deal of autonomy and authority in key areas of artistic decision making, they will also have overlapping areas of focus, to cover a wide-ranging mission, with a goal of ensuring a seamless path for an artist to engage with the range of presenting, development programs, and producing work Ars Nova has to offer.

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We are the stomping ground and launching pad for visionary and adventurous artists to create new work. We strive to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Some of our recent highly recognized work includes: the NY Times', NY Mag, and New Yorker "Best of 2022" *Oratorio for Living Things*; the Lortel Award-winning "Outstanding Musicals" *Rags Parkland Sings The Songs Of The Future* and *KPOP*, which transferred to Broadway in 2022; and the Tony Award-winning smash-hit *Natasha, Pierre & The Great Comet of 1812*.

Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have historically led to the exclusion of people of the Global Majority from our team. We are actively working to become a more diverse, anti-racist, inclusive organization; please see our commitments and progress towards these objectives [HERE](#). We hope candidates of the Global Majority will accept our invitation to apply.

KEY PURPOSE OF POSITION:

Reporting to the Founding Artistic Director, Jason Eagan, the ASSOCIATE ARTISTIC DIRECTOR - ARTISTIC DEVELOPMENT is the CEO of Ars Nova's artistic development platform, taking the lead role in overseeing the incubation and growth of resident artists and new work development through a wide range of programs and services.

This role plays a critical part in Ars Nova's success by determining and advancing artistic objectives to meet the mission; partnering on the achievement of the organization's philosophy and values; and serving as a member of Ars Nova's highly collaborative leadership team, guiding initiatives, building consensus and harnessing the expertise of constituents across the organization.

SPECIFIC RESPONSIBILITIES AND COMPETENCIES:

The responsibilities, competencies and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.

ARTISTIC LEADERSHIP

- Oversee all Artistic Development activity for a broad range of projects that require customized trajectories, developing and managing creative timelines, problem-solving for unusual and challenging development needs, providing artistic guidance and creative feedback;
- Drive Ars Nova's robust commissioning program, directly overseeing the development and advancement of all commissioned projects providing logistical support, creative guidance and dramaturgical support - working hand in hand with the commissioned artist(s), often guiding the commission toward production over multiple years, in partnership with Ars Nova's Producing Team;
- Provide dramaturgical support, advising on all work in consideration, development and production, prioritizing being in the rehearsal room or theater at key moments; as well as overseeing consulting dramaturges as needed and being an artistic liaison to external producing partners;
- Collaborate with the Artistic team on key artistic decision making, including artist and project selection for commissions, casting and assembly of creative teams, season planning, advocating for artists needs organizationally, and finding synergy across Ars Nova's artists and programs;
- Attend key moments within residency programs, which can include bi-weekly meetings, readings, workshops and retreats, to better cultivate the work, identify opportunities and raise the industry profile of members;
- Monitor and evaluate current artistic programs and guide revisions or new initiatives;
- Meet with artists of interest and industry members to maintain relationships and identify new talent;
- See shows to remain abreast of industry developments and prospective talent, as well as to support current and former resident artists and community members.

ARTISTIC OPERATIONS

- Oversee the Head of Artistic Programs' guidance and execution of Program and Retreat activity, including:
 - Establishing the scaffolding and goals of development programs and ensuring all activity is coordinated and scheduled alongside other organizational activity and calendars
 - Co-managing program budgeting and forecasting;

- Overseeing the execution of Literary Management activities, including review and selection processes for submission based programs as well as artist tracking and coverage processes and relationships;
- Producing readings and workshops.
- Co-Lead artistic team operations and day-to-day administrative needs, with the Associate Artistic Director - Discovery, to ensure the Artistic Team's goals are pushing forward organizationally, including:
 - Tracking annual team goals and maintaining artistic calendars;
 - Managing departmental budgeting and forecasting;
 - Participating in scouting and coverage, Board meeting prep and/or presentation, external industry relations, and press and marketing needs;
 - Ensuring cross team collaboration and sharing information with other organizational teams;
 - Partnering with the Development Team to build financial resources for artistic programs including creating written language when needed for grants, outreach, marketing initiatives, etc., and meeting with potential funders and board members as requested to discuss artistic endeavors.

ORGANIZATIONAL LEADERSHIP

- Serve as a member of the organization's leadership team, collaborating on long-range planning, creation and implementation of strategic initiatives, administrative infrastructure and institutional growth and health;
- Serve as a key artistic liaison to the Board, preparing and sharing reports on artistic activity; connecting the board to the work of our artists throughout the city; and fostering excitement and understanding about Ars Nova's work and extended artist community;
- Serve as an Ars Nova Ambassador in the industry, build and maintain relationships with colleagues, and meet with current and potential stakeholders to discuss artistic endeavors.

ABOUT YOU:

- You have 4+ years of leadership experience at a nonprofit arts organization; or can demonstrate an equivalent.
- You believe fiercely in Ars Nova's mission and values, and are comfortable serving as an advocate, cheerleader, and representative for our artists and programs.
- You love to collaborate and work well with colleagues to discover new ideas, paths, and strategies.
- You have excellent followthrough and organization skills, and can independently balance a variety of communication threads, projects and goals while keeping an eye on the big picture.
- You are adept at navigating authority, responsibility and transparency both vertically and horizontally within a highly collaborative framework. You can manage "up" and "down".
- You are a community builder who can attract people to support a common cause while feeling cared for and appreciated.
- You have a sophisticated understanding of Anti-Racism and Anti-Oppression principles and practices, and are skilled at facilitating conversations and turning ideas and principles into priorities and actions.

BONUS IF :

- You have your finger on the pulse of the next generation of emerging talent.
- You thrive in all-out, go-big-or-go-home environments and can move quickly to adjust to changing needs and priorities.
- You are ambitious, forward-thinking, and love to dream big!

We know there are candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other transferable skills. If that's you, don't hesitate to apply and tell us about yourself.

Please note that Ars Nova currently uses a hybrid work environment. However, this position will require onsite, in-person activity (including some evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area.

As of September 5, 2021, Ars Nova requires all employees to be fully vaccinated against Covid-19. Religious and medical exemptions to vaccination will be provided in accordance with New York State public health laws.

AN EXCEPTIONAL OPPORTUNITY:

This is an exempt, full-time position with a starting annual salary range in Level Two of our Fair Pay Guidelines, between \$80,000 and \$100,000 commensurate with experience. Ars Nova aims to compensate fairly and competitively within the not-for-profit entertainment industry, and on a transparent level salary system within the organization; our FY23 Fair Pay Guidelines are available [HERE](#). Benefits include health and dental insurance, an open and unlimited vacation policy, an Employee Assistance Program offering confidential counseling, legal support, work-life solutions and the like, opt-in 403B, FSA, and TransitChek plans, and more. Ars Nova is based in NYC and offers a flexible work schedule and remote/in-person hybrid work space.

APPLICATION INSTRUCTIONS:

Please submit a resume and a personal statement. Ditch the "cover letter" and speak from the heart about what excites you about this job opportunity. While we ask that resumes be submitted in written form, we invite applicants to submit their personal statement via a written piece, audio or video recording – whatever form best supports your self-expression.

APPLY [HERE](#).

HIRING PROCESS:

Applications will be reviewed by Ars Nova's Culture & Community Director, Kisha Jarrett, and Founding Artistic Director, Jason Eagan, and applicants may be pre-screened by the Culture & Community Director. Selected candidates will have a first round video interview with the Culture & Community Director and/or Founding Artistic Director. Second Round Interviews will be in-person with members of our leadership team including the Founding Artistic Director. Finalists will have a full day in-person with several members of the Ars Nova team. Additionally, finalists may request a meeting with members of our affinity group for staff members who identify as people from the global majority if that perspective would be helpful to them. References will then be checked and an offer is expected to be made in March/April 2023, with a start date soon thereafter.