

POSITION ANNOUNCEMENT:



HEAD OF ARTISTIC DEVELOPMENT

POST DATE: July 30, 2025

STATUS: Full time, permanent, exempt

SALARY: \$66,300 annually, paid bi-weekly

Ars Nova, a trailblazing non-profit theater company known for nurturing innovative artistic voices, seeks an accomplished and highly collaborative artistic leader to join the team as Head of Artistic Development. This individual should possess excellent community building skills, unique theatrical taste, and a deep understanding of the artistic process. The Head of Artistic Development will work alongside the new Head of Programming as key leaders of the theater's artistic efforts, ensuring a seamless path for artists to engage with all that Ars Nova has to offer.

ABOUT ARS NOVA

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. We are committed to creating a collaborative and innovative environment that champions diverse voices and groundbreaking new work.

Some of our recent highly recognized work includes: the NY Times', NYMag, and New Yorker "Best of 2022" *Oratorio for Living Things*; the Lortel Award-winning "Outstanding Musicals" (*pray*), *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. We hope candidates of the Global Majority will accept our invitation to apply.

KEY PURPOSE OF POSITION/GOALS

The Head of Artistic Development will be a key player in Ars Nova's Artistic Team, working to manage artistic programs and produce artistic development activity. Reporting to Co-Artistic Director Anna Morton Stacey, this role provides support to our artists in residence and commissioned artists, from the submission and selection process through the development of their projects and the duration of their residencies.

SPECIFIC RESPONSIBILITIES AND COMPETENCIES

The responsibilities, competencies and expectations outlined below are representative and may shift as needed to best align with organizational priorities.

- **Artistic Development and Programs**

- Manage the administration of all Artistic Programs and Resident Artist activity, including but not limited to coordinating monthly meetings alongside organizational calendars, driving application and selection processes, and meeting the logistical needs of program activity;
- Produce all Resident Artist activity generated by these programs and the commission pipeline—including readings, workshops, and public presentations—alongside the Producing Team, by ideating, problem solving, bringing forth artist/project updates, needs and ideas, representing artist priorities, and being the primary channel for communication flow to and from artists;
- Serve as Artistic Team liaison for all Resident Artists, directly overseeing the development and trajectory of all Resident Artists by providing logistical support and creative guidance to help them meet their residency goals;
- Flag program and Resident Artist budget needs for Co-Artistic Directors in real time;
- Collaborate with the Head of Programming and full Artistic Team to feed Resident Artist activity and programming needs into the season programming calendar;
- Partner with Marketing and Development teams to meet their needs for grant applications, press announcements, and more, ensuring they have accurate and thorough information about all Resident Artists and artistic development.

- **Team Artistic Collaboration**

- Collaborate with the Head of Programming on the line producing of all public programming and the management of curation efforts;
- Be the onsite point of contact for all Resident Artists and program activity;
- Attend shows, readings and workshops in the field on behalf of Ars Nova to identify prospective talent, as well as to support current and former resident artists and community members;
- Draft written language when needed for grants, outreach, marketing initiatives, etc.;
- As a member of the Artistic Team, support Off-Broadway Launch Programming and fundraising events produced by other teams, including our annual gala Nova Ball and opening nights parties as needed;

- Provide administrative support to the Artistic Team and Co-Artistic Directors, including but not limited to coordinating artistic staff schedules and calendars, maintaining in-house artist hospitality, and reconciling expense reports.
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IDEAL CANDIDATE

About You:

- You have 2+ years of experience working directly with artists at a nonprofit arts organization, preferably in the fields of literary management and dramaturgy, or can demonstrate an equivalent;
- You are excited to develop relationships with and directly support the long-term development of a variety of emerging artists in comedy, theater, and music;
- You have a passion for Ars Nova's mission and for supporting emerging artists;
- You have an eye for raw talent and potential and enjoy cultivating artists making fresh, cutting edge work;
- You love to collaborate and work well with colleagues to discover new ideas, paths, and strategies;
- You have an appreciation for live performance and an understanding of how it's made;
- You are a creative and proactive problem solver, adaptable to new responsibilities, excellent at time management, and retain new information quickly;
- You are focused, naturally differentiate between noise and news, and can stay on target while juggling multiple daily, weekly, monthly deadlines;
- You share our commitment to anti-racism and creating and maintaining an inclusive environment, are excited about joining our efforts to make Ars Nova a more just and equitable place to work and make work, and have the ability to interact effectively with people of different cultures and socio-economic backgrounds.

Bonus If:

- You have experience with Google Suite, Airtable, and/or Asana; or some equivalent;
 - You thrive in all-out, go-big-or-go-home environments and can move quickly to adjust to changing needs and priorities;
 - You have your finger on the pulse of NYC theater, comedy, and/or music;
 - You bring joy and humor to your work environments.
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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.

AN EXCEPTIONAL OPPORTUNITY:

This is an exempt, full-time, permanent position, based in NYC, with a starting annual salary range of \$66,300 (Level 3 of our Fair Pay Guidelines). 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 most recent Fair Pay Guidelines are available [HERE](#). Benefits include health, dental and group term life insurance; an open paid time off policy; an opt-in 401(k) retirement savings plan after one year with an employer match up to 3.5%; FSA; vision insurance; long-term disability insurance; additional coverage options including pet insurance; TransitChek plans; and more.

Ars Nova is based in NYC, and this position will require regular onsite, in-person activity (including some evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area. This position is primarily based out of Ars Nova's building at 511 West 54th. Hybrid work is possible to some extent, depending on the type of role and programming schedule and can be discussed during the interview process; however, this role should expect to regularly work in person.

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:

<https://form.asana.com/?k=MyssZE8dS3XmnzydVD8uZw&d=75190075101323>

HIRING PROCESS:

Applications will be reviewed on a rolling basis through August 15, 2025. Advancing candidates will be invited to a first round interview with Ars Nova's Co-Artistic Director Anna Morton Stacey. Second round interviews will be conducted in person at Ars Nova with Co-Artistic Directors Anna Morton Stacey and Andrew Neisler. Finalists may be asked to meet with a staff panel, and will be asked to complete a project and present their work. References will then be checked and an offer is expected to be made in September 2025, with a start date soon thereafter.