Artistic Director (Part-Time)

Position Description

Position Title

Artistic Director (Part-Time)

Reports To

Board of Directors

Status

Part-Time, Non-Exempt or Exempt (as determined by applicable federal and Washington State law)

About Lakewood Playhouse

Founded in 1938, Lakewood Playhouse has been building community through theatre for more than eight decades. As one of Washington State's oldest continuously operating community theatres, the Playhouse produces a diverse season of plays and musicals while offering educational programs, new work development, and opportunities for artists of all backgrounds and experience levels.

Lakewood Playhouse is committed to creating a welcoming environment where artists, audiences, volunteers, and community members are respected, valued, and empowered.

Our mission is:

To build community through theatre by presenting work that entertains, educates, and enlightens while fostering an atmosphere of respect, belonging, and empowerment for all.

Position Summary

The Artistic Director serves as the chief artistic leader of Lakewood Playhouse and is responsible for developing and implementing the organization's artistic vision. Working

collaboratively with the General Manager and the Board of Directors, the Artistic Director provides leadership for all artistic programming, productions, educational initiatives, and community engagement activities.

The Artistic Director ensures that every production and artistic initiative reflects the mission, values, and strategic priorities of Lakewood Playhouse while maintaining high artistic standards and responsible stewardship of organizational resources.

The Artistic Director serves as the organization's primary artistic ambassador and cultivates meaningful relationships with artists, educators, audiences, donors, volunteers, and community partners throughout the South Sound region.

Primary Responsibilities

Artistic Leadership

- Develop and articulate a compelling artistic vision that advances the mission of Lakewood Playhouse.
- Curate annual and multi-year theatrical seasons that balance artistic excellence, financial sustainability, audience development, and community relevance.
- Select plays and musicals that reflect diverse voices, perspectives, and artistic styles.
- Maintain consistently high artistic standards across all productions.
- Identify opportunities for new play development, commissions, readings, and world premieres.
- Stay informed of regional, national, and international theatrical trends and best practices.

Producing and Production Leadership

- Serve as lead producer for all Mainstage productions, festivals, educational productions, and special artistic events.
- Oversee the artistic planning and execution of each production from season selection through closing performance.
- Develop annual production calendars in collaboration with the General Manager.
- Secure production rights and licensing agreements.
- Collaborate with the General Manager to establish and monitor production budgets.
- Recruit, hire, supervise, mentor, and evaluate directors, choreographers, music directors, designers, stage managers, and teaching artists.

- Attend production meetings, rehearsals, design presentations, technical rehearsals, and performances as appropriate.
- Ensure productions are completed safely, professionally, on schedule, and within approved budgets.
- Develop production policies that encourage collaboration, accountability, accessibility, and artistic excellence.

Education and New Work Development

- Provide strategic leadership for all educational programming.
- Develop opportunities for youth, emerging artists, and lifelong learners.
- Supervise teaching artists and education personnel.
- Expand partnerships with schools, colleges, and universities.
- Foster new play development through festivals, workshops, staged readings, and artist residencies.
- Ensure educational programming aligns with the mission and long-term sustainability of the organization.

Community Engagement

- Serve as the primary artistic representative of Lakewood Playhouse.
- Build relationships with schools, universities, cultural organizations, civic groups, and local businesses.
- Develop programming that strengthens civic dialogue and community participation through theatre.
- Expand access through inclusive programming and community partnerships.
- Represent Lakewood Playhouse at community events, conferences, and regional arts organizations.
- Advocate for the performing arts throughout the South Sound region.

Marketing and Audience Development

Working collaboratively with the General Manager and marketing staff:

- Develop artistic messaging and season branding.
- Participate in media interviews and public appearances.
- Support subscription and audience development initiatives.

- Create compelling storytelling around productions and organizational impact.
- Promote audience engagement through digital media, public relations, and community outreach.

Development and Fundraising

Working collaboratively with the Board of Directors:

- Serve as one of the organization's principal fundraising leaders.
- Cultivate relationships with donors, sponsors, foundations, and community partners.
- Assist in grant development and reporting.
- Participate in fundraising campaigns and special events.
- Support donor stewardship and relationship building.
- Communicate the artistic impact of Lakewood Playhouse to current and prospective supporters.

Volunteer and Artistic Personnel Leadership

- Recruit, mentor, and support volunteer artists and production teams.
- Foster a culture rooted in collaboration, professionalism, creativity, inclusion, accountability, and respect.
- Encourage artistic growth and leadership development among volunteers and emerging artists.
- Promote safe and welcoming rehearsal and performance environments.

Board Relations

- Attend Board meetings as requested.
- Prepare regular written reports on artistic programming, education, community engagement, and production activities.
- Participate in strategic planning initiatives.
- Provide professional recommendations regarding artistic priorities and organizational opportunities.
- Assist with Board education regarding artistic programming and community impact.

Qualifications

Preferred qualifications include:

- Bachelor's degree in Theatre, Arts Administration, Directing, Performance, Education, or a related field, or equivalent professional experience.
- Significant experience directing, producing, or managing theatrical productions.
- Demonstrated success leading creative teams.
- Experience developing seasons and artistic programming.
- Experience working in nonprofit theatre or arts organizations.
- Knowledge of production budgeting and scheduling.
- Strong communication and public speaking skills.
- Experience cultivating community partnerships and fundraising relationships.

Equivalent combinations of education and professional experience will be considered.

Desired Characteristics

The successful candidate will demonstrate:

- Visionary artistic leadership
- Collaborative management style
- Excellent communication skills
- Creativity and innovation
- Financial responsibility
- Commitment to diversity, equity, inclusion, accessibility, and belonging
- Strong organizational skills
- Integrity and professionalism
- Ability to inspire artists, volunteers, audiences, and community partners
- Passion for community-based theatre

Physical Requirements

This position requires regular attendance at rehearsals, performances, meetings, and community events. Evening and weekend work is expected. Occasional lifting of up to 30 pounds and movement throughout theatre facilities may be required.

Compensation

This is a part-time position. Compensation is competitive and commensurate with experience. Benefits, paid leave, and work schedule will be established by the Board of Directors and outlined in the employment agreement.

Equal Opportunity Employer

Lakewood Playhouse is committed to fostering an inclusive, equitable, and welcoming environment for employees, volunteers, artists, and patrons. We encourage applications from individuals of all backgrounds, identities, experiences, and abilities who share our commitment to building community through theatre.

Relationship with the General Manager

The Artistic Director and General Manager serve as collaborative partners in the leadership of Lakewood Playhouse. The Artistic Director provides leadership for the organization's artistic vision, productions, educational programming, and community engagement, while the General Manager oversees finance, administration, operations, and organizational systems. Together, they work closely with the Board of Directors to ensure the artistic excellence, financial sustainability, and long-term success of Lakewood Playhouse.