

Darke County Center for the Arts Seeking Artistic/Production Director

We are looking to hire an Artistic/Production Director to join the DCCA team. This job has seasonal part-time hours, including DCCA performances. Please read the job description below and if you feel you qualify for this position, please send us your cover letter and resume. If you know someone who might be interested, please pass this information along! Thank you for your support as always and we hope to talk to you soon!

Artistic/Production Director for DCCA

Reports to: DCCA Executive Director

The Darke County Center for the Arts presents and promotes performing and fine arts encouraging cultural enrichment. Annually presenting an Artists Series, Family Theatre Series, Coffee House Series, Fundraisers, and Special Events. DCCA partners with local schools presenting Arts In Education performances and a weeklong summer residency of Missoula Children's Theatre. DCCA is also committed to the preservation of St. Clair Memorial Hall as an important cultural center in the community.

Job Duties:

- Research and contract with artists to be presented.
- Attend showcasing conferences and other performances to observe and evaluate possible presentations.
- Maintain files containing artist and programming information.
- Coordinate and facilitate all Program Planning Committee Meetings.
- Make necessary contacts and arrangements to assure contractual requirements are fulfilled.
- Arrange sites and dates for all events.
- Arrange for hosting artists and appropriate hospitality.
- Coordinate & facilitate DCCA Production meetings.
- Manage, evaluate, and work with all Production Crew Members to achieve highest possible quality performances.
- Coordinate, set up/tear down, and manage DCCA booth for Gathering at Garst & Darke County Fair.
- Serve as a DCCA representative on the Memorial Hall Advisory Committee.

Responsibilities shared with Executive Director:

- Solicit financial support from community organizations, businesses, and individuals.
- Coordinate all details required for artists' performances including publicity, printed programs, volunteers, etc.

- Interact with the Ohio Arts Council, Ohio Arts Presenters Network, and other state and regional organizations.
- Present a positive image of the organization when representing Darke County Center for the Arts in the community.

Qualifications:

- Ability to work within a team environment to achieve defined goals.
- Excellent oral and written communication skills, organizational abilities, and leadership skills.
- Will have a broad knowledge of and appreciation for the performing arts.
- Ability to interact with a wide range of personalities and backgrounds, garnering support for DCCA from diverse corners of our community.
- Experience in event planning.
- Ability to multitask and prioritize in a dynamic work environment.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines.
- Interest in and commitment to DCCA's mission.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Please send your resume with cover letter and recommendations to our email address:

DCCA@darkecountyarts.org

Or to our mailing address:

Darke County Center for the Arts

P.O. Box 718

Greenville, OH 45331