



Position Announcement/Description  
**Midland Center for the Arts**  
**Midland, MI**

**Position Title:** Manager of Produced Theatre and Theatre Education  
**Supervisor:** Director of Choral and Orchestral Activities  
**Classification:** Full Time Exempt  
**Last Updated:** May 24 2021

**ABOUT MIDLAND CENTER FOR THE ARTS**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT:**

The Manager of Produced Theatre and Theatre Education is a collaborative and creative team player dedicated to the advancement of youth theatre education and familiar with the breadth of theatre repertoire for youth and adults. Familiar with the numerous processes that are involved in youth and community theatre producing including the management and recruitment of volunteer performers and crew, the manager is a critical member of the Center's Programming Department that oversees all performance-based programs that occur on stage at the Center's venues.

Working with the Education Department, the position also oversees alignment with youth theatre curriculum and serves as a teacher teaching artist. The position also serves as the main coordinator and point of contact for Center Stage Theatre programs, working with the Director of Choral and Orchestral Activities and the Center Stage volunteer committees to select and produce an annual series of events that provide opportunities for local theater artists, and entertain local audiences.

## **PRINCIPAL AREAS OF RESPONSIBILITY:**

- Contributes as a member of the Programming Team in planning, concept development and execution
- Works alongside performing arts and education counterparts to advance Center's broader education goals
- Liaison and facilitator to various committees involving education, youth and adult theatre

## **KEY DUTIES:**

The duties of this position include, but are not limited to:

### Education 50%

- Work with Director of Education and Director of Choral and Orchestral Activities to create vision for youth theatre program including more robust, broader courses and performance opportunities.
- In conjunction with Director of Education and Director of Choral and Orchestral Activities recruit, interview, and hire qualified theatre education staff.
- Collaborate actively with local educators within the region to recruit and retain student participation.
- Design and execute sequential youth theatre curriculum that fosters the development of skills and high standards of performance.
- Keep up to date on theater education trends and serve as a theater educator and/or trainer

### Theatre Production 50%

- Plan, produce, execute and oversee community theatre season.
- Work with Director of Choral and Orchestral Activities and Community Engagement Manager to create equitable practices in recruiting and hiring creative teams while leading and maintaining an inclusive work environment.
- Facilitate the integration, cooperation, and coordination of facilities, technical and creative teams.
- In conjunction with Director of Choral and Orchestral Activities hire and manage all community theatre creative teams and facilitate collaboration with appropriate internal Center staff.
- Work with Directory of Choral and Orchestral Activities to create community and professional collaboration across artistic mediums.
- Follow budgetary objectives as outlined by Director of Choral and Orchestral Activities and Vice President of Programming.
- Work with Director of Choral and Orchestral Activities and Community Engagement manager to create a strategy to increase volunteerism on and off the stage, specifically reaching areas outside of Midland and increasing inclusivity
- Work with Programming Coordinator and creative teams to ensure comprehensive audition and rehearsal schedule for all youth and adult theatre events.

## **PREFERRED QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Knowledge of youth and community theatre repertoire
- Ability to communicate, collaborate and teach community artists of varying levels of ability.
- Proficiency in producing theatre
- Commitment to story-telling across large and small forms.
- Ability to engage and manage production and artistic teams.
- Willingness to create and produce both within and outside traditional community theatre mechanisms.

- Effective communicator, written, oral and public speaking
- Commitment to develop positive working relationships with diverse populations, not limited to ethnicity, heritage or race, but expanded across all historically marginalized populations.
- Ability to actively recruit and manage volunteers and advisory councils
- Demonstrated project management/ organizational skills
- Flexibility to grow and modify in harmony with a quickly changing world.
- Commitment to actively remaining with the current industry and artistic trends and networking.
- Bachelor's degree in theatre, musical theatre, theatre arts or other institutional equivalent degree

**Ideal characteristics (not all required)**

- Is comfortable on-stage hosting and speaking publicly.
- Has the ability to write a youth theatre curriculum.
- Is able and willing to teach courses/direct K-12 students.
- Has the ability to direct theatrical projects with both community and professional artists
- Possess a strong network of professional industry contacts.

**APPLICATION INFORMATION**

Email cover letter and resume to:

Tina Siegmund, HR, Payroll & Benefits Manager  
Email: [siegmund@midlandcenter.org](mailto:siegmund@midlandcenter.org)