



PERFORMING ARTS DIRECTOR

Performing Arts Presentations

- Artistic Direction for ticketed concerts, theater or other performances
 - Research venues, booking agents, bands
 - Communicate with agents & bands
 - Regional booking conferences
 - National Booking Conferences (occasionally)
- Artistic Direction for local performances or non-ticketed cafe events
 - songwriter, open mic, show tunes
- Event Management
 - Contracts & logistics
 - House preparation & management
 - Prep greenroom space, rider
 - Band Hospitality (pre, during show, post)
 - Box office / Intermission / Event Staff
 - Cultivate & coordinate volunteer event staff
 - Coordinate Band Housing and welcome
- Technical Support
 - Sound, lights & stage set up
 - Tech during shows if able
- Residency Development: research residency possibilities and propose to ED.
- Marketing: Work with SCA staff to organize
 - Connection and Promotion regionally
- School programs - work with area schools to utilize Arts-in-Ed funding for visiting artists
- General administrative duties that are shared
 - Database management
 - Sponsorship
 - Issue final reports on events
 - Event documentation
 - Funding research
 - Maintain office hours for gallery visitation or ticket sales

Theater Productions

- Springville Players Theater:
 - Work with theater committee volunteers to:
 - Evaluate scripts

- Develop a season of shows with adequate production teams
- Promote auditions
- Develop and implement shorts or other new theater talent development programs
- Identify, cultivate and train directors, actors & crew
- Host cultivation or educational programs and events
- Uphold SCA standards
- Maintain systems and spaces to support theater
 - Space Maintenance: green room, costume room, rehearsal space, shop, stage
 - Materials Maintenance: Props, Costume organization, tools, set supplies, tech
- Capacity Building -Training volunteers, actors
- Costume Room Mgmt
- Props Mgmt
- Tool Room & Set Supplies Mgmt
- Box Office / Intermission / Event staff
- Outreach
 - Group Sales
 - Communication with local civic groups
 - Tabling at Events

SUMMER YOUTH PROGRAMS

- Summer Interns / Staff
 - Call for interns / staff Outreach & Promo
 - Selection & Interview Process
 - Schedule Planning
 - House Management
 - Intern Management, Training, Support, & Evaluation
- Summer Youth Workshop Program
 - Develop schedule of summer programs for ages 2-20
 - Develop and implement a marketing plan for summer programs
 - Identify guest artists
 - Manage supplies
 - Work with interns and summer staff to craft lesson plans
 - Manage parents, child attendance, other communication & admin duties
 - Manage payments, procurement
 - Evaluation
- SLAM
 - Script research
 - Schedule & Promote Auditions
 - Oversight of interns or volunteer production staff
 - Promotion of show
 - Event management

SPECIAL EVENTS

- Art Crawl
 - Work with staff and volunteers to assist with Art Crawl performances
 - Other general assistance to help with the event
- Artsapalooza - Biannual touring summer program
 - Development script and plan
 - Location coordination
 - Sponsorship outreach
 - Rehearsal Mgmt
 - Production oversight - budget, purchasing, etc
 - Show Development - Sets, Puppets
 - Show logistics
- Outdoor Concert Series - not presently active but under evaluation
 - Thursdays, Downtown
 - Govt. Relations
 - Sponsorship
 - Band research
 - Opener Research
 - Marketplace / Vendors / Food Truck
 - Main ST Coordination
 - Event
 - Day of Coordination
 - Sound
 - Band Logistics & Hospitality
 - Final Reports
 - Promotion....

If you are reading this list, think about communicating what areas you are better at and what areas might be totally new to you.