

**Position: ARTISTIC DIRECTOR**

Queen's Players Toronto Theatre Group (PLAYERS) is seeking qualified and motivated candidates to apply, individually or as a team of two, to be the Artistic Director (AD) of the company for a two-year term. The exact start and end dates will be decided upon after selection of the successful candidate(s).

An ideal candidate(s) is willing to collaborate with the Board and will unreservedly put the needs of the company first.

A basic listing of the AD's roles and responsibilities is included below.

**Job Description****The AD(s) should be someone who, or a team that:**

- Upholds and balances PLAYERS's three principals\* at all times, and places the best interests of the company (including its members, audience, sponsors and charities) first in all regards
- Makes decisions with integrity, impartiality, authority and autonomy
- Is an ethical, effective, collaborative and decisive leader
- Will help PLAYERS stay true to those traditions and characteristics that make us unique, while simultaneously being innovative, curious, ambitious and open to new and complimentary ideas for the sustainability and growth of the company within our mandate\*

**The Role and Responsibilities of the AD(s):**

- Act as the public face / spokesperson of the company with support from the Board and membership
- Set the tone and culture of the organization and its overall cohesiveness
- Be the artistic leader of the organization
- Regularly report to the PLAYERS Board of Directors and Executive both formally and informally
- Be responsible for the recruitment of the production team and performers
- Hire and supervise artistic and technical personnel such as the production team
- Assist the production team as needed with the selection of performers
- Cultivate and execute sustainable artistic and strategic plans
- Develop and oversee the implementation of the full PLAYERS season with the assistance of the Board and the wider PLAYERS community
- Collaborate with the Board on public relations, marketing and sponsorship efforts
- Read, understand and work within the guidelines of the Queen's Players Toronto Theatre Group Constitution & Bylaws, especially insofar as it applies to the role of AD\*\*
- Understand that there will be some decisions, artistic and otherwise, which will require the Board to be informed, have input, and/or provide approval

**Qualifications:**

- Experience in theatre, comedy, the arts etc.
- Must be an effective and motivational leader
- Must know where we shall go and what we shall do

**Time Commitment:**

- 20-30 hours per month split between:
  - Attend monthly Board meetings as necessary ~ 2 hours per month
  - Communication with Executive ~ 2 hours per month
  - Communication with Production team ~ 4 hours per month
  - Other emails phone calls, meetings, interviews, rehearsals and workshops as needed.

NOTE: At this time, the role of Artistic Director will be a part time volunteer position.

\* The three equal guiding principles of PLAYERS's philosophy are:

1. a) That PLAYERS produce shows of a high quality
2. b) That PLAYERS create a safe & fun space by embracing the diversity & equality of all involved, and by recognizing their efforts
3. c) That PLAYERS donate a portion of its proceeds to charity

\*\*As per the Queen's Players Toronto Theatre Group Constitution & Bylaws:

**VII. Artistic Director:**

1. The role of the Artistic Director may be filled by the Board at their discretion, and will be preceded by a public request for applicants.
2. The Board may choose to not have an Artistic Director, and thus assume the related responsibilities internally.
3. The Artistic Director is not a member of the Board, and is required to relinquish all rights as a Voting Member of Players for the duration of their term so as to avoid conflict of interest.
4. The Artistic Director is to understand that they have a fiduciary duty to the company above any personal interest.
5. The Artistic Director is not permitted to be a performer in the summer show, and should seek guidance from the Board if they would like to hold any role within a show beyond that of Artistic Director.
6. The Artistic Director will be given a two-year mandate to produce two artistic seasons for Players.
7. The Board may choose, at their discretion, to offer a renewed two-year mandate to the Artistic Director at the conclusion of the first year of their present mandate.
8. Proposals that extend beyond two seasons, or which would have a lasting effect on the company, require the direct approval of the Board, regardless of their artistic implications.
9. The Artistic Director will meet with the Executive at the conclusion of the season to conduct a Performance Review of the past year.
10. After a period of four years under one Artistic Director, the position will be publicly re-opened, and applications will be accepted from anyone, including the present Artistic Director. During this period, if the Board so chooses, the present Artistic Director may complete a fifth year in the role.