

**POSITION:****Associate Artist – Casting & Producing****STATUS:**

Full-Time

**REPORTS TO:**

Artistic Director

**POSITION AVAILABLE:** July 6, 2021**ABOUT ROUND HOUSE THEATRE**

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

**JOB DESCRIPTION**

The Associate Artist – Casting & Producing is a senior member of Round House’s Artistic Team, and one of the three core decision makers on the season selection team. This employee is responsible for hiring all artistic personnel for the season, including directors, designers, coaches, and actors. This person will assist the Artistic Director in maintaining relationships with artists; support the Artistic Director in ensuring that Round House Theatre considers works and institutes practices that uphold its commitment to Equity, Diversity, Inclusion & Accessibility; and serve as a key face of the organization, leading classes, discussions, doing interviews and giving speeches when requested. Above all, this position must support Round House Theatre’s [mission and values](#) and our [Commitment to Anti-Racism](#). This position will be based primarily at the Theatre in Bethesda but may be required to work some hours at the Administrative Offices in Silver Spring. Position will include significant weekend and evening hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Artistic Staffing**
  - Maintain database of artistic talent.
  - Create and track artistic staffing budget.
  - Scout local directors, designers, actors, and coaches.
  - Conduct Equity principal auditions and individual show auditions.
  - Arrange director and designer meetings for Artistic Director
  - Manage offers and negotiations with all artistic personnel, including directors, designers, choreographers, intimacy coaches, dialect coaches, movement coaches, and actors.
  - Submit contract requests to General Management.
  - Track scheduling conflicts with Production Manager and Stage Manager.
  - Communicate travel and housing needs to Company Manager.
  - Maintain internal season staffing documents and communicate hires to relevant departments as necessary.
- **Producing**
  - Serve as liaison between artists and internal departments such as Marketing, Development, General Management, etc.

- Attend all production meetings, first rehearsals, design runs, previews, opening nights, and special events as requested.
- Facilitate artistic relationships as needed for special events with Development and Marketing.
- Work with artistic and production teams to ensure that our rehearsal and performance spaces are welcoming and inclusive.
- In conjunction with Production and General Management, ensure union compliance in regard to salaries and best practices.
- Serve as the primary contact for artistic conflict resolution, resolving small issues and ensuring Artistic Director is aware of larger concerns.
- Copyedit and approve programs, press releases and marketing materials on behalf of artistic department.
- Organize and host cast party, closing toast, and other special events.
- **Other**
  - Read and evaluate plays for season selection.
  - Participation in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including serving on an EDIA subgroup and helping to fulfill and promote Round House's mission and values.
  - Serve as Casting Mentor for the Teen Performance Company.
  - Speak at various outreach and in-house activities and public presentations, such as donor and volunteer events.
  - Ad hoc assignments as appropriate.

#### **PREFERRED QUALIFICATIONS & CAPABILITIES**

*Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.*

- Experience in casting Equity theatre productions; negotiating offers to actors, designers, directors and their agents; and line producing Equity theatre productions is desirable.
- Great interpersonal skills and problem-solving skills.
- Knowledge of the DC theatre community preferred.

#### **SALARY & BENEFITS**

- Salary: \$50,000 - \$60,000
- Health insurance – Choice of fully-funded HMO or optional PPO.
- Dental, Life and Long-Term Disability Insurance.
- Generous paid time off, including annual, personal, and sick leave.