

# Dallas Theater Center

## JOB DESCRIPTION

**JOB TITLE:** Artistic Administrative Assistant  
**DEPARTMENT:** Artistic  
**REPORTS TO:** Artistic Producer  
**PREPARED BY:** Joanna Lugo, Interim Artistic Producer  
**PREPARED DATE:** February 5, 2018

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**ABOUT DALLAS THEATER CENTER:** One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of *A Christmas Carol*; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. Disability assistance or accommodation during the application process is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result.

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### SUMMARY:

This position is intended for the purpose of supporting the administrative needs of the artistic staff, assisting the Enloe/Rose Artistic Director, and scheduling for the Managing Director. Essential duties include scheduling, facilitating communication, managing the artistic budget, serving as a liaison between the artistic department and the staff, board, and community, and completing other artistic projects as assigned. In addition to working closely with DTC's Artistic Producer, artistic staff, and artists, the Artistic Administrative Assistant will act as a representative of the department and communicate with internal and external entities as needed. We are actively seeking to fulfill this role with individuals who have been historically underrepresented in the artistic community. Applicants from all diverse backgrounds are encouraged to apply for consideration.

This is a full-time position. Compensation: \$500/week (40-hour week, no overtime) and benefits. Housing is not provided by DTC.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as a liaison for those needing the time and attention of the artistic team
- Schedule the calendar and coordinate travel for the artistic team
- Assist artistic team with management of out of town artistic guests
- Assist with the creation and management of the artistic budget
- Serve as the artistic representative on the Operations Committee
- Liaise between other individuals and departments in the institution, acting as a vehicle for communication
- Counsel the artistic producer and artistic staff in the creation, development, and evaluation of artistic projects/productions
- Create and maintain systems for communication regarding external project submissions
- Provide administrative support for artistic staff and the managing director, as needed
- Perform additional duties as assigned by artistic staff

### REQUIREMENTS:

- Bachelor's degree or equivalent of work experience
- Enthusiastic individual who is highly organized, shows initiative, ingenuity, and dedication
- Have excellent written and oral communication skills with the ability to thrive in a fast-paced environment where multi-tasking and confidentiality are essential
- Possess intellectual curiosity and a passion for the arts
- Knowledge of production processes and current theatrical practices preferred
- Training as an administrator or office coordinator preferred
- Proficiency in Microsoft Office software

### TO APPLY:

Send cover letter and resume to [patty.stone@dallastheatercenter.org](mailto:patty.stone@dallastheatercenter.org). In cover letter, please describe your previous work experience and long-term career goals. No phone calls, please.