



TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: ARTISTIC DIRECTOR (THEATRE ARTS AND DANCE)

JOB SUMMARY:

The Artistic Director is responsible for executing the artistic vision of the Tobago Performing Arts Company's Theatre Arts, Dance and Drama segment, and determining the way this is to be achieved. The incumbent is also responsible for developing the acting technique and guiding the performers through the creation, development, and presentation of dramatic works. The incumbent spearheads the artistic team for productions and training, and also operates in the capacity of director for the Company's production.

REPORTS TO:

Chief Executive Officer

**SUPERVISION
GIVEN TO:**

Movement and Dance Coordinator, Drama Coordinator,
Logistics/Operations Coordinator, Resident Dancers, Resident Actors
and other staff as required.

DUTIES AND RESPONSIBILITIES:

- Assume full artistic responsibility for Theatre Arts, (Drama and Dance) in the Tobago performing Arts Company (TPAC).
- Promote, develop and uphold the Tobago Performing Arts Company as a centre of excellence, committed to producing theatre and work that reflect, define and enhance the audience's experience.
- Oversee all aspects of the artistic programme for Theatre Arts (Drama and Dance).
- Develop and prepare an on-going distinctive arts programme reflective of our cultural diversity to be submitted for approval.
- Direct the artistic programme in performing spaces ensuring that all work reflects the Tobago Performing Arts Company's commitment to innovation and excellence.
- Work as a team with the CEO to develop strategies that will deliver sustained artistic success and an identity for the theatre both locally and internationally.
- Work closely with the CEO on budgeting and financial strategies to ensure the artistic programme is achievable within the budgetary framework of the Company.

- Submit an annual budget and ensuring that cost are rigorously controlled and targets achieved.
- Co-ordinate activities with other key personnel such as the Musical Director, Stage Manager, Movement and Dance Coordinator, Drama Coordinator and artistic staff as required.
- Lead, manage, support and develop the artistic team, ensuring that they are enabled to deliver their areas responsibility effectively and efficiently. A part of this is to participate in selection of all permanent and freelance artistic staff.
- Work with artist in residence to actively nurture and energize new emerging talent.
- Perform other similar and related duties.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Thorough understanding of Theatre Arts include Dance, Drama and Music.
- Considerable knowledge in Arts Management, Theatre Arts Studies
- Considerable knowledge in Creative/Performing Arts, Arts in the Community, Drama/Theatre Studies.

SKILLS AND ABILITIES:

- An outstanding ability and passion for promoting and developing new plays.
- A reputation for excellent and creative work.
- Productive and wide-range knowledge and relationship in the theatre sector.
- The ability to provide manageable and artistic leadership.
- The ability to inspire and to work as part of a team.
- Experience working as a senior level within a theatre company.
- Strong communication skills.
- A commitment to creative learning and training and its place within theatre.
- Experience in multi-cultural and other collaborative performance projects

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by a Master's Degree in Theatre Arts, directing for the theatre, dance and theatre, theatre in education or a closely related field.
- Five (5) or more years related experience performing the majority of the duties outlined above.
- An outstanding track record as an artist.
- An equivalent combination of training and experience.