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[www.corribtheatre.org](http://www.corribtheatre.org)

## Corrib Theatre ARTISTIC DIRECTOR Job Opening

**Position:** Full time.

**Schedule:** Flexible, requires occasional weekends and evenings, seasonal variations.

**Office Location:** Remote. Must live locally.

**Reports to:** Board of Directors.

**Salary and Benefits:** \$58,000/year, plus medical reimbursement.

**Background:** Corrib Theatre is a year-round, not-for-profit professional theatre company and the only professional Irish theatre company on the west coast. Corrib Theatre's mission is to bring Irish playwrights' unique perspective on oppression and empowerment, and conflict and resolution, to Portland in order to change our world for the better. Corrib was founded by Artistic Director Gemma Whelan in 2012 and produces a full three-play season. In 2016, Corrib added the annual Irish Theatre Tour, which brings a group of theatregoers to experience contemporary and cutting-edge theatre in Ireland.

**Position Summary:** The artistic director (AD) is responsible for conceiving, developing, and implementing the artistic vision and focus of the organization, and for major decisions about the ongoing development of the aesthetic values and activities. The AD reports to the board of directors and works closely with the managing director (MD) in steering and shaping the company. This position requires an energetic professional who doesn't mind wearing multiple hats.

**Recruitment:** Submit your resume and cover letter to [jobs@corribtheatre.org](mailto:jobs@corribtheatre.org).

**Applications Due:** February 19, 2022, or until filled.

Corrib Theatre does not discriminate in its hiring and employment practices because of race, color, creed, age, national origin, religion, political affiliation, marital status, disability, sexual orientation, gender identification, or any other basis protected by local, state, or federal law. *Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. If you are interested in applying, we encourage you to do so, regardless of specific qualifications.*

## Responsibilities

### ARTISTIC

- Plan the season—3 shows a year, plus readings.
- Select and hire all artists.
- Establish and maintain artistic standards and quality of productions.
- Set artistic goals for the company.
- Direct at least one show per year.

### STRATEGY & ASSESSMENT

- Hold the theatre accountable to its mission and values.
- Identify opportunities to advance the theatre's strategic goals.
- Facilitate annual strategic planning with board and staff.
- Establish and assess benchmarks with board and staff.
- Develop long-range financial planning and assessment with MD.

### COMMUNICATIONS

- Maintain relationships with artists locally, nationally, and internationally.
- Represent the theatre to the public and media.
- Communicate the theatre's vision to funders and inspire them to give.
- Engage with the Corrib Theatre community.

### OPERATIONS & OVERSIGHT

- Hire, supervise, and evaluate staff with MD.
- Maintain internal communications between staff, artists, and contractors.
- Work with staff and MD to meet budget goals.

### BOARD OF DIRECTORS, DEVELOPMENT & SUPPORT

- Report to board.
- Attend board meetings and prepare board-requested information.
- Attend committee meetings as requested by the board.
- Support strategic planning at the board level.

### ADMINISTRATIVE

- Research, write, and submit grants in conjunction with the MD and board.
- Maintain relationships with granting organizations.
- Prepare and submit grant reports in a timely fashion.

### COMMUNITY OUTREACH

- Research, identify, and connect with diverse community organizations, groups, and individuals to build partnerships and boost attendance, collaboration, and participation.
- Coordinate and implement campaigns, including social media, with the goal of educating the public about Corrib's unique inter-cultural mission.

- Create and coordinate outreach events to diverse communities.
- Organize and create panels for audience talkback events.

## MARKETING AND DEVELOPMENT

- Supervise social media accounts including Facebook, Twitter, and Instagram in collaboration with the MD and/or social media staff.
- Conduct audience and market research and work with the MD to reach out to new audiences.
- Assist the MD in the creation and implementation of marketing strategies for annual subscription campaigns and single ticket sales campaigns for all annual productions and events.

## OPTIONAL DUTIES

The following may be done by independent contractors or the AD or MD, depending on skill level and time allocation:

- Produce print-ready postcards, brochures, and flyers.
- Produce print, digital, screen, and radio advertisements.
- Produce programs.
- Produce email marketing.
- Post on social media.
- Production management.

## Qualifications

### REQUIRED:

- Minimum BA or BS degree. Equivalent education or work experience may be considered.
- Minimum three years' experience on or off-stage in the performing arts.
- Experience as a director in professional theatre.
- Knowledge of contemporary Irish playwrights and Irish culture.
- Highly organized with proficiency in project planning.
- Demonstrated commitment to diversity, equity, inclusion, and development of an anti-racist organizational culture.

### OPTIONAL:

- Bachelor's or master's degree in theatre.
- Experience as a manager in an arts or other nonprofit organization.
- Theatrical production management experience.
- Experience with fundraising, grant writing, and working within a community.
- Marketing experience, especially with non-profits.
- Graphic arts, photography, video, or audio experience.
- Social media and email communications experience, with proficiency in best practices.