

New Works Director and Associate Producer

The Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a New Works Director and Associate Producer. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

ACCA truly believes and lives by its mission statement and its commitment to equity, social justice and inclusion.

DEPARTMENT – Artistic Department

DIRECT REPORTING – This position reports to the President/CEO, also taking direction from the Artistic Director.

WORKS CLOSELY WITH – This position works closely with the President and CEO, Artistic Director, VP of Production, Chief Development Officer, Education team, Technical and Production teams, Creative staffs and artists on projects/productions, Company Management, Marketing, and Finance and Human Resource departments.

POSITION STATUS & SCHEDULE – Full time exempt; generally, 8-9 hour days Monday-Friday; occasional weekends, and extended hours during tech for productions and events.

COMPENSATION- Salary \$60,000-\$65,000; excellent benefits package including health, dental, vision, paid time off and 401k.

HIRE DATE – Immediate

POSITION SUMMARY – Reporting to the President/CEO, taking direction from the Artistic Director, and working with the VP of Production, the position will help develop, implement and evaluate productions, projects and initiatives as part of ACCA's artistic programming, and in line with ACCA's mission, artistic vision and fiscal sustainability of the company.

GENERAL RESPONSIBILITIES – This position will engage with staff, affiliates, artistic and creative teams to facilitate the artistic department's involvement in artistic productions/initiatives/Paramount School of the Arts (PSA) performance camps/Theater for Young Audiences (TYA) initiatives that are created to support the artistic vision and mission of the company. This will include collaborating with artistic team, recruitment of artistic/creative staff for

projects, foster relationships and collaboration with commercial producers, other theaters and cultural institutions, agents and writers for new works.

KEY RESPONSIBILITIES –

NEW WORKS AND PRODUCING

- Working directly with CEO, Artistic Director, VP of Production, and Education team to schedule projects, organize and budget for resources and staff, as well as help to supervise all creative work on projects.
- Lead Producer of PSA Performance Camps and any TYA initiatives.
- Ensure appropriate expectations and timelines are put in place for all stages of the projects, monitoring progress, giving feedback on plans and delivery to ensure that all work is of a high artistic quality while supporting the creative process.
- As an organization, ACCA is committed to equity, diversity and inclusion. The New Works Director and Associate Producer will actively be part of this commitment, to help ACCA consider and implement good practice on equity, diversity and inclusion across all work.
- Create and implement submission and review process of new scripts to be considered for development.
- Organize and facilitate developmental steps and events for a new work including hiring cast and creatives for new work developmental projects such as readings and workshops, as well as working with Production to arrange logistics for rehearsal and support.
- Uphold strict confidentiality and professionalism with regard to current and future productions, casting, design, staffing, budgets, salaries and all other sensitive aspects of the casting and production processes
- Foster relationships with universities and colleges for recruitment efforts of creative talent including actors, designers, directors and choreographers.
- Facilitate, organize and distribute notes from Artistic department to writers, directors and dramaturgs.
- Dramaturgical and script analysis may be necessary on some new developmental works, if there is no contracted dramaturg on project.
- Attend Artistic productions and events.
- Represent Artistic as needed.
- Attend Production meetings as needed.

FINANCE AND CONTRACTING

- Work closely with the CEO and VP of Production on budgets for artistic initiatives and new works.
- Advise on fees and supporting the VP of Production to contract artists and other personnel.
- Advise on contracts and collaboration agreements between ACCA and partner producers, other organizations, and with unions representing creatives.

COMMUNICATION

- Ensure a timely and accurate information flow between all departments involved in the producing process including creatives, education, community engagement, production, marketing and public relations.
- Work closely with the Company Management to ensure a high-quality experience for all those working on the artistic productions, events and initiatives.
- Develop and maintain healthy relationships with artists, creative teams, technical teams, stage management, education teams and literary agents.
- Engage in casting process for developmental works.
- Collaborate with Marketing, PR, Education & Community Engagement and Development to ensure they are suitably informed to deliver impactful campaigns for their departments as well as engage and be available to respond to requests for materials and interviews.
- Keep abreast of local, national and international developments in theatre production and the emergence of new works to ensure that ACCA/Paramount is at the forefront of development in such areas.
- Develop and extend ACCA/Paramount's relationships with appropriate external producers, organizations, and agents in theatrical production and fostering partnerships where appropriate.
- Abide by and enforce the theatre's rules and processes and help to ensure they are communicated to all visiting artists.

OTHER DUTIES

This position will take an active role in the organization and undertake other duties as required including but not limited to;

- Contributing to the strategic and artistic development of ACCA/Paramount.
- Collaborate on or assist with the management of other projects, as directed.
- Act as spokesperson as needed for the projects with press interviews and any special events.
- Work with Development Department to identify grant and fundraising opportunities for future artistic projects.
- Support and advise on a Fellowship/Apprenticeship/Professional Artistic Development Program in collaboration with CEO and Artistic Staff.

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

PREFERRED EXPERIENCE, SKILLS and ABILITIES –

- Working knowledge and experience within theatrical productions, arts education, and producing live events.
- Proven experience of creating and producing high quality arts projects involving performances or productions.
- Passion for and understanding of theatrical production and rehearsal processes.
- Passion for the arts and a commitment to enhancing its accessibility to a wide range of groups.
- Excellent project management, administrative and organizational skills.
- Excellent written and verbal communication skills with proven experience of communicating effectively with a range of backgrounds.
- Excellent attention to detail.
- Understanding of and commitment to equal opportunities and diversity.
- Experience of collaborating with a wide variety of producers, artists and organizations.
- Ability to deal with a diverse workload, work under pressure and manage multiple priorities, both short- and long-term.
- Availability to work some evenings and weekends and to travel when needed for artistic department such as attending new shows, meetings with potential partnerships, casting and conferences.
- Strong script analysis and dramaturgical skills, and experience in new work development.
- Experience in non-profit or commercial theatre making.
- Knowledge and experience working with theatrical unions such as Actors Equity and SDC.
- Computer literate with good knowledge of Microsoft Outlook, Excel, Word, Dropbox and Zoom.

HOW TO APPLY

Please submit a cover letter and resume using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

[APPLY FOR THIS JOB ONLINE](https://paramountaurora.com/opportunities/)

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Patty Stefanski), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.