



## EDUCATION & CHILDREN'S THEATRE

### JUNIOR INTERN PROGRAM DIRECTOR

**DEPARTMENT:** Education

**JOB DATES:** 3/1/2024 – 9/30/2024

The JI Program Director oversees and leads the Junior Intern Company (JIs). This position plans and organizes the pre-season programming/scheduling, hiring and company selection, and other producing and production preparations. In the summer, the JI Program Director continues as leader of the company, supervising the staff, supporting the JIs, and acting as producer and production manager of their productions, the Children's Theater Series (CTS) and community events. This position reports to the Education Director. During summer months, this is an in-person position. Pre-season and post-season duties may be completed remotely.

#### PRE-SEASON RESPONSIBILITIES:

- Hiring & Company Selection
  - Staff
    - Create and submit job postings
    - Hire all JI staff positions in coordination with the Education Director
  - JI Company Auditions/Tech & Design Interviews
    - Coordinate auditions/interviews and select company
    - Update paperwork, distribute to company, and collect responses
- Company Leadership & Producing
  - Create "Daily Producing Calendar" to coordinate all needs, daily operations, etc. - these will be done in tandem with Edu Director
  - Secure all facility rental spaces
  - Coordinate tuition payments, pro-rating, tuition assistance, etc.
  - Work with Mainstage Music Supervisor on musician contracts
- Production Management
  - Create production calendar with auditions, design deadlines, tech dates, etc.
  - Coordinate mainstage scheduling needs with Production Manager
  - Connect with the mainstage staff who will be the lighting and sound designers for the CTS productions

- Facilitate pre-season designer/director/stage manager meetings as needed

### **SUMMER RESPONSIBILITIES**

- JI Company Leadership
  - Oversee company goals, operations, atmosphere, and success
  - Work with Education Director on administration, tuition/paperwork, communication with mainstage staff, and production preparations
  - Oversee and support staff preparations and processes, including script preparations, auditions, casting, show-running assignments, etc.
  - Hold mid-season and post-season meetings with JI company and staff
  - Work with Education Director on show-day support
  - Oversee purchase and reporting of all JI administrative expenses
- JI Design/Tech/Production Management
  - Lead JI production meetings, attend mainstage production meetings
  - Support Directors, Designers, Technical Educator, and Stage Manager in their production areas and in their roles as mentors for JIs.
  - Facilitate communication between JI production staff and mainstage Production Manager and production shops
  - Facilitate schedule and work of JI sound and lighting designers as “shared” positions with mainstage departments
  - Supervise tech processes in the theater, including daily load-ins and load-outs.
  - Manage JI production budgets, distributing across the season
  - Oversee equipment and space usage
- Educational Goals
  - Develop and coordinate educational components of the program
  - Managing partnership with mainstage
- Marketing & Events
  - Work with Marketing department on photo, video, and playbill needs
  - Work with Education Director and Education Associate on JI event coordination
- Creative involvement in a JI production
  - The JI Program Director has the opportunity to take a creative role in one of the Children’s Theatre Series productions. The role can be a discussion with the Education Director based on their preferences and experience.

### **COMPENSATION**

- \$10,000 total
  - \$4000 during off-season
  - \$6000 during summer
- Housing, meals, and travel provided during summer portion

**Please email a resume and letter of interest to Education Director Sage Tokach at [education@nlbarn.org](mailto:education@nlbarn.org)**

## **ORGANIZATIONAL PROFILE**

The New London Barn Playhouse is an award-winning professional theater now in its 92nd season. As one of the oldest continuously operating theaters in the country, the Barn is a cultural jewel of northern New England. Housed since 1933 in a centuries-old converted barn with historic landmark status, the theater offers a mix of classic and contemporary musicals and plays performed by seasoned professionals alongside emerging young artists. The Barn operates on an AEA SPT contract, with an annual operating budget of just over 1.2 million. The organization produces a six-show Mainstage season between Memorial Day and Labor Day each summer, with additional productions including one-night-only cabarets and a Children's Theater Series throughout the season. The New London Barn Playhouse recently engaged in the largest capital campaign in its history. As part of this campaign, a new year-round educational center was constructed. The Fleming Center for Artistic Development opened in May 2022 and allowed for the Barn Playhouse's expansion to 12 month programming to serve as an artistic and educational hub for its community.

## **DIVERSITY AND INCLUSION STATEMENT**

At the New London Barn Playhouse, our organization actively chooses to uplift applicants with diverse racial, ethnic, and religious backgrounds, sexual orientations, gender identities and expressions, sexes, national origins, political affiliations, socio-economic status, veteran and Disability status, and other intersectional dimensions of diversity.

We are committed to ongoing learning and developing and implementing programs and initiatives to promote diversity and inclusion in all areas of employment as well as through our creative process and projects.