



Position Available Artistic Administrator

SKYLIGHT MUSIC THEATRE

Founded in 1959, Skylight Music Theatre is Milwaukee's professional Equity music theatre company and a proud employer of predominantly local theatre artists. We are Milwaukee's Home for Music Theatre – the only professional Milwaukee arts company devoted solely to music theatre. Skylight produces the full breadth of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the Cabot Theatre in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. With just 350 seats it offers audiences great views of the performance and allows audiences to feel close to the action and emotion onstage. Skylight Music Theatre marks its 64th season in 2023-2024. Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.

POSITION DESCRIPTION

Skylight Music Theatre is seeking a highly motivated and organized individual to join our team as the Artistic Administrator. This pivotal role will be responsible for overseeing various aspects of artistic operations, ensuring the smooth functioning of the theater's productions and collaborating closely with the artistic team. The Director of Artistic Operations will play a crucial role in supporting the theater's mission and artistic vision.

KEY DUTIES AND RESPONSIBILITIES

1. Actor's Equity Association (AEA) Liaison: Serve as the primary point of contact for all AEA-related matters, including contracting, coordinating with the union, ensuring compliance with agreements, and advocating for actors' welfare and working conditions.
2. Casting: Collaborate with the Artistic Director to organize auditions, manage casting decisions, and maintain accurate records of performers.
3. Company Management: Oversee all logistical and administrative aspects related to the company of artists, ensuring their well-being during rehearsals and performances – including, but not limited to, travel and housing logistics for visiting artists.
4. Rights Acquisition: Identify, negotiate, and secure performance rights for theatrical shows, ensuring proper licensing agreements are in place for each production.

5. Royalties and Licensing Fees: Manage the timely and accurate payment of royalties and licensing fees to rights holders.
6. Microsoft Word and Suite Proficiency: Utilize Microsoft Word, Excel, and other relevant software to create and manage documents, spreadsheets, and reports.
7. Interpersonal Skills: Possess excellent people skills to communicate effectively with artists, staff, and external stakeholders.
8. Knowledge of Milwaukee Arts Community: Familiarity with the local arts community and an understanding of local artists and resources will be an advantage in this role.

WORK SCHEDULE AND REPORTING

- The Director of Artistic Operations will follow a regular 9-5 work schedule on weekdays. However, some weekend and evening hours will be required, especially during productions and special events.
- This position reports directly to both the Artistic Director and Executive Director, providing updates, progress reports, and seeking guidance when necessary.
- Some degree of hybrid home/workplace balance may be possible.

QUALIFICATIONS

- Bachelor's degree in Arts Management, Theater, or related field is preferred but not required.
- Prior experience in a theater or arts organization with a focus on artistic administration, company management, or casting is highly desirable.
- Strong organizational skills and attention to detail are crucial for managing complex and time-sensitive tasks.
- Demonstrated proficiency with Microsoft Word, Excel, and other relevant software for documentation and data management.
- Excellent interpersonal and communication skills to work collaboratively with diverse stakeholders.
- Knowledge of the Milwaukee arts community, local artists, and theater resources will be considered a plus.

SALARY AND BENEFITS

- The starting annual salary for the Director of Artistic Operations position is \$36,000 - negotiable, based on experience and qualifications.
- The position includes full benefits, including health insurance (employee 25% contribution); and optional vision, dental coverage, and optional participation in a 403B retirement plan.

Starting Date: As soon as possible.

We encourage interested candidates to apply immediately to be considered for this exciting opportunity at Skylight Music Theatre.

Join our dynamic team and contribute to the vibrant arts scene in Milwaukee.

Send a cover letter, resume, and references to:

Michael Unger
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