



Acadiana Center for the Arts  
101 W. Vermilion St.  
Lafayette, LA 70501

December 6, 2018

**Acadiana Center for the Arts (“AcA”) seeks full-time, benefits-eligible Performing Arts Director, reporting to the Executive Director. Applications are due December 31, 2018.**

### **About Acadiana Center for the Arts**

Founded in 1975, Acadiana Center for the Arts (“AcA”) is an independent, community-supported nonprofit which serves to foster arts and cultural activity in Acadiana, an eight-parish\* region, globally known for its vibrant traditions, diverse native languages, and lasting appreciation for rich food, great music, and welcoming people. AcA fosters cultural development in the region by supporting artists and communities through direct grant support, by providing K-12 arts education in public schools, and by engaging a broad audience through more than 100 performances and exhibitions each year. A civic landmark located in the heart of Lafayette, AcA’s physical plant includes an adaptable, modern 300-seat theater, 8,000 ft<sup>2</sup> of museum-quality galleries, and extensive rehearsal and classroom spaces.

AcA presents a wide variety of artists, from global household names to local emerging talent. AcA is a nationally renowned education center and has been a Kennedy Center Partner in Education for over 20 years. Recipient of the Lieutenant Governor of Louisiana Culture Award as Outstanding Arts Organization, AcA works extensively in the area of artist services. AcA supports fair and equitable compensation for the work of all artists and is committed to the promotion and support of artists as working professionals. AcA strives to support artists in meeting their full potential and help them develop professional careers through advocacy at the local, state-wide, and national levels.

\*The Acadiana region includes eight parishes with a total population of approximately 660,000: Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

### **Position Overview**

The Performing Arts Director is a mid-career professional, responsible for the booking and successful staging of music, dance, and theater touring presentations and co-productions within AcA’s 300-seat James Devin Moncus Theater and at AcA’s presentations in the city’s 2,200-seat concert hall The Heymann Center for the Performing Arts.

### **Focus Area 1: Artistic Direction and Leadership**

Success Statement: AcA presents a busy season of eclectic performance and programs that attract a broad public and excite and engage diverse audiences.

Performance Standard:

- a. Lead all performance programming, vetting proposals from agents and artists to create a season that balances the organization’s mission and revenue goals.
- b. Lead contract negotiation with artists and agents, working within a rigid nonprofit budget, to ensure ticket prices can be accessible to a broad public with minimal contributed underwriting.

- c. Engage directly with a local and non-local artists and companies to create and stage new works to present in AcA's James Devin Moncus Theater.
- d. Develop relationships with agents and presenting networks to establish AcA's venues as a regional touring destination for popular and traditional music.
- e. Oversee Louisiana Crossroads guest curators, artists, presenters, and scholars to produce a performance program that explores connections between Louisiana musicians and their diverse inspirations and collaborators.
- f. Collaborate with marketing staff to drive audience engagement and ensure program selections are informed by market trends.
- g. Serve as primary contact for key AcA stakeholders to promote artists and provide context and content for the interpretation of performances.
- h. Collaborate with fundraising staff to ensure VIP access to artists for AcA sponsors and key supporters wherever possible.
- i. Serve as the primary community ambassador for AcA's performance programs in the community, engaging with stakeholders at all levels of participation.

### **Focus Area 2: Production Oversight and Quality Management**

Success Statement: AcA presentations are world-class experiences, and audiences come away with a lasting impression of thoughtful artist interaction and seamless production quality.

Performance Standard:

- a. Create dynamic and surprising ways to engage audiences and extend the performance experience beyond the theater space.
- b. Advance technical requirements with support of Technical Director to ensure presentations fit AcA's technical capabilities.
- c. Lead detailed planning of all productions and oversee schedules for night of show to ensure AcA presentations are well organized, communicated, and executed.
- d. Serve as on-site organizational representative during show nights to ensure safe, clean, and responsive management of the venue.
- e. Serve as direct contact to artists and agents while on-site to ensure hospitality needs are met and schedules are followed.

### **Focus Area 3: Program Management and Development**

Success Statement: AcA approaches artistic planning and collaboration with a thorough knowledge of its organizational resources, mission, and environment.

Performance Standard:

- a. Work with leadership to ensure budgetary and fundraising parameters are met in the booking of artists and development of programs.
- b. Communicate future plans and ideas for programs to ensure seamless management of programs and to identify new opportunities for collaboration between performance and education, visual arts, outreach, and community development programs.
- c. Engage existing and target audiences to solicit feedback and incorporate this data into decision-making.
- d. Maintain project files for individual performances and prospective season offerings.
- e. Drive continuous improvement of services through thoughtful documentation of processes and procedures.
- f. Participate in national conversations and conferences in performing arts programming to ensure AcA is informed by leading trends.
- g. Serve as a conceptual partner with leadership and project manager for special performance projects that serve AcA's broader mission needs.

- h. Serve as a subject-matter expert for the development of educational, outreach, and community development programs related to performing arts

#### **Focus Area 4: Workplace Relationships**

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to executive director.
- b. Manage communications and task flow with producers, agents, and artists.
- c. Work with leadership to set and follow budgets for all programs.
- d. Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- e. Participate in meetings with leadership, as requested.
- f. Assist other staff members and board members, as appropriate.
- g. Assist with special projects, as appropriate.

#### **Qualifications**

- 1. Demonstrated experience managing talent booking and negotiating contacts is required.
- 2. Demonstrated experience managing live productions is required.
- 3. Demonstrated experience managing venues and house staff is required.
- 4. Bachelor's degree in performing arts, music, business, or other applicable field required.
- 5. Demonstrated ability to engage and activate diverse audiences is highly desired.
- 6. Demonstrated ability to write successful grant proposals is highly desired.

#### **How to Apply**

**Applications must include a resume, cover letter, and samples of presentation materials you would like to include.** Please submit your application materials through the online application portal, located here: <https://goo.gl/forms/nzjZTsFhCnIKFwAs2>

AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.