

CREEDE REPERTORY THEATRE

your theatre, always

CREEDE REPERTORY THEATRE ARTISTIC DIRECTOR JOB PROFILE

OCTOBER 2023

CREEDEREP.ORG

THE OPPORTUNITY

Creede Repertory Theatre invites the qualified candidate to take on a leadership role in an organization with a long and enduring history of producing repertory summer theatre, new works, and vibrant education programs. Bolstered by a stable financial position, the Artistic Director will work alongside an engaged and dynamic Board of Trustees, a Managing Director and long-standing staff team, to outline and pursue future opportunities for sustainability and growth that highlight the artistry of the company.

The Artistic Director of Creede Repertory Theatre (CRT) will be a dynamic and agile leader who is responsible for conceiving the artistic vision, fulfilling its mission, and implementing its goals. The Artistic Director, alongside the Managing Director, will work collaboratively with the staff and the company of artists. The Artistic Director will embrace the joys and challenges of performance in repertory in the remote mountains of Colorado at 9,000 feet.

The Artistic Director will be the spokesperson for CRT's artistic mission and programs with patrons and donors, community members, the media and the Board of Trustees. The Artistic Director, in coordination with the Director of Development and Development team, will be CRT's chief fundraiser.

The Artistic Director is responsible for selecting the plays and programming that are produced each season.

The Artistic Director will be responsible for recruiting, motivating, supervising, evaluating, and providing leadership to the resident and seasonal artistic personnel, including directors, designers and performers.

The Artistic Director will exhibit strong management skills.

In partnership with the Managing Director, Board and staff, the Artistic Director will develop and implement the strategic plan. The Artistic Director will assist in the development of the annual operating budget and select programming that adheres to the annual budget.

The Artistic Director will cultivate meaningful relations with the local community and with the theater industry at large, including various professional organizations.

The management of CRT will be a collaborative effort of the Artistic Director and Managing Director in partnership.

The Artistic Director will report to the Board of Trustees.

ORGANIZATIONAL HISTORY

In 1966, as the future of silver mining in Creede became uncertain, The Jaycees of Creede (Junior Chamber of Commerce), along with pastor Jim Livingston, sent a letter to various universities, hoping that some ambitious students would answer the call to help build a summer theatre. One of those letters was posted on a bulletin board at the University of Kansas. Steve Grossman, a theatre student, answered the letter. It was the only response the Jaycees received. In June, twelve students drove from Kansas to Creede, joining forces with The Jaycees. With \$32 in the bank, they mounted the first season. Program ads were sold, the hardware store established an open line of credit, and the twelve tireless students began rehearsals. When they weren't rehearsing, the KU students built the scenery, sewed the costumes, found or made props, lit the stage and sold tickets for \$1.00. The opening show, *Mr. Roberts*, electrified the Creede audience and received enthusiastic standing ovations. Many people in that audience had never seen live theatre. The KU students went on to mount four more plays that summer: *The Bat*, *Our Town*, *The Rainmaker*, and *Born Yesterday* (adding a new play every week!), and of course, they ran them all in repertory.

This founding company of twelve established the four important keystones of CRT: the artistry of the repertory format, a resident company united in creating a diverse collection of plays, dynamic education programs, and a meaningful connection to the town of Creede. This still holds firm over half a century later. The rotating repertory schedule constitutes one of the most exciting and challenging ways to present a season of plays. It allows a visitor to Creede to see four or five different plays in a week. Such programming is difficult to do, however, and only a handful of theatres in the United States currently attempt this rigorous schedule.

CRT is a 501(c)3 non-profit professional theatre company with an annual budget of \$1.7M, having just completed its 58th season. Every summer, the Theatre employs approximately 100 people, most arriving from around the country, to work for five months. Alongside CRT's eight year-round staff members, they produce 4-5 shows in true rep. After over 120 performances in a summer season, 16,000+ people will have seen a CRT production.

CRT's robust Education programs provide meaningful theatre offerings to over 40,000 young people every year. In the fall, CRT's nationally recognized education program, the Young Audience Outreach Tour (YAOT) – now celebrating its 40th season – travels across eight states in the Southwest and into the

Midwest, visiting school kids in rural and urban communities, often in underserved areas, bringing them an original bilingual musical. Alongside the YAOT, day camps, summer camps, school residencies and workshops have contributed to the vibrancy and growth of CRT's Education programs.

CRT operates under a Letter of Agreement with Actors Equity Association, with approximately half the seasonal actors and stage managers working under AEA contracts.

CRT owns and maintains two theatre venues, four housing units, a rehearsal hall, and a scenic and properties shop.

[Two recent articles in The NY Times](#) have given CRT national attention for its ability to sustain a thriving theatre amidst the pandemic.

PLACE

The historic town of Creede is nestled in a county comprised of 97% public land, located at 9,000 feet in the San Juan Mountains of Colorado. Mineral County has a population of 865, and Creede is the only town in the County. Census numbers indicate that Mineral County is 96% white, with 35% over the age of 65. During the summer, the population grows to approximately 4,000, with many of the seasonal residents coming from Texas, Oklahoma, Kansas, New Mexico and Arizona.

With the closing of Creede's last mine in 1984, the theatre has become the largest summer employer. Today, CRT has an annual economic impact of \$2,750,000 locally and \$4,100,000 for the state of Colorado.

MISSION, VISION, VAUES

Mission: From its Rocky Mountain roots, Creede Repertory Theatre serves as an artistic home to our rural community and beyond, through the creation of repertory seasons, dynamic educational programs, and compelling new works.

Vision: CRT will be a haven for artistic excellence, belonging, and intrinsic joy.

Values: *Community:* We invest in the staff, company, students, patrons, board members, town of Creede, and the extended family that make up CRT; the power of this diversity of voices strengthens our community as a whole. We strive to be accessible, engaging, and meet the needs of this community through personal connections, strong partnerships, and being active citizens of Creede, Colorado.

Intentionality: We are thoughtful and deliberate in our decisions; grounded in our mission and identity.

Artistry: We create nationally recognized professional theatre that inspires, provokes, and nourishes the soul. We provide supportive space for our community to grow, explore, and create. We believe that live performance can enrich the human experience and transform the world.

Grit: We recognize our legacy and geography; we are mountain-tough and strive to overcome all obstacles.

EQUITY, DIVERSITY, INCLUSION

Creede Repertory Theatre is striving towards a Culture of Belonging for everyone who comes through our doors. We have made great progress as an organization, acknowledge that there is still a lot of work to do, and will continue practicing self-reflection by asking the tough questions, listening deeply to our community, and implementing practices and policies that affirm and uplift others' humanity. The vision of CRT is to be a haven for artistic excellence, belonging, and intrinsic joy. For our artists to be truly excellent at CRT, we must see and support them. For our community to truly belong, they must be heard. To bring about true joy, we must continue to create spaces for connection, conversations, and deeper understanding. We will continue creating policies and procedures that make this vision possible.

In 2017 CRT initiated an Equity, Diversity, and Inclusion committee made up of staff members and seasonal committee members, informed by the work done in society and the larger theatre world. In 2020 the CRT Board of Directors initiated their own EDI committee in collaboration with the staff committee Chair. Both committees strive to explore and integrate practices that make our commitment to creating a Culture of Belonging possible. Some of these practices include:

- Providing accessible childcare assistance for company members
- Implementing at least one ASL-interpreted performance of each of our core season shows
- Including safeguards in the rehearsal process specific to performed physical combat and intimacy
- Providing high-quality assisted listening devices for all performances
- Employing reduced bias hiring policies in our job searches
- Eliminating 10 out of 12 rehearsals
- Giving equal opportunities to individuals regardless of ethnicity, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, religion, height, weight, or veteran status
- Evaluating the stories we tell and the voices we elevate on our stages
- Welcoming different ideas and perspectives

THEATRE VENUES

The Mainstage started life in the 1930s as a movie house. Later, it became The Creede Opera House, where owner and loveable eccentric, Carl Helfin, staged melodramas. It had been shuttered for a few years before its rebirth as CRT in 1966. In its history as the home of Creede Rep, it has been through fires, floods, and renovations. Floors have been added, spaces transformed, and some company members swear the third floor is haunted. Today, it houses our Mainstage Theatre, staff offices, costume shop and storage, Helfin Rehearsal Hall, box office, gift shop, and concessions. It currently seats 227.

CRT opened the *Ruth Humphreys Brown Theatre* in 2011, thanks to the generosity of the Ruth Humphreys Brown Foundation along with numerous private donors, foundations, and state and federal support. The Ruth has flexible configuration seating for up to 199 and provides an intimate, accessible venue. It is climate controlled, allowing for year-round use, providing a much-needed space for Creede community events. A roof-mounted photovoltaic system helps offset heating and cooling costs.

CANDIDATE PROFILE

The successful candidate will be a charismatic leader, capable of communicating and implementing an inspiring vision to CRT's Board, Staff, Seasonal Company, Donors, Patrons, and Community. The successful candidate will have a great passion for theatre, alongside a deep knowledge of the classical and contemporary canon, and experience in developing new works. The successful candidate will have demonstrable experience selecting plays, hiring artists, and managing the creative process to deliver a varied season of plays that exemplifies artistry, aligns with the interests of CRT's audience, and meets the needs of the budget. The successful candidate will have excellent communication skills and will be able to speak and write persuasively about the value of theatre and the arts in community. The successful candidate will work compassionately with all individuals, will exhibit the leadership necessary to build consensus, and will have the integrity of conviction to make difficult decisions for the betterment of the organization. The successful candidate will have a strong personal commitment to the principles of Equity, Diversity, and Inclusion that aligns with CRT's Culture of Belonging. The successful candidate will be motivated and inspired by CRT's mission and vision; will bring the full force of their artistry to bear within the organization; will bring determination, resiliency, and grit to the challenges and opportunities of remote theatre-making; will bring the fullest intentionality to the work; and will be eager to engage with CRT's community of staff, company, students, patrons, donors, board members, and local residents and visitors to Creede.

Preferred candidates will have a minimum of two years as an Artistic Director, Associate Artistic Director, or other artistic leadership position in a non-profit, professional theatre. Preferred candidates will have a bachelor's degree in arts, theatre, humanities, or a related field. Preferred candidates will have experience with repertory performance. Preferred candidates will have fundraising experience, management skills, and financial capabilities.

Creede Repertory Theatre is committed to equity, diversity, and inclusion in all facets of the organization and welcomes applications from qualified candidates, regardless of age, race, gender, sexual orientation, disability, religion or national origin, and strongly encourages applicants from marginalized communities to apply.

COMPENSATION

Position Type: Full-Time, Year-Round, Salaried, Exempt

Annual Salary: \$60,000+

Benefits: Medical and Vision Insurance, Paid Vacation, Sick and Personal Time, 401(k) Retirement Plan

APPLICATIONS

Please send a cover letter, resume, and contact information (email and phone) for three references **in a single PDF document** to:

Pamela Berlin

CRT Artistic Director Search Committee Chair

adsearch@creederep.com

For fullest consideration, candidate materials should be received by December 15, 2023. Ideal start date First Quarter of 2024. All applications will be confidential, and references will not be called without the knowledge and consent of the applicant.

STAFF TEAM

Morgan M. Manfredi, Managing Director (*she, her, hers*)

Morgan joined CRT as Managing Director in January 2020. In her time in Creede, Morgan has enjoyed immersing herself in the community and serving on the Boards of the Creede Chamber of Commerce, Colorado Preschool Program for the Creede Early Learning Center, and the Silver Thread Byway. She

brings to CRT over a decade of non-profit theatre experience, including serving as the Production Manager of American Family Theatre in Philadelphia, PA; the Company Manager and Associate General Manager of Bucks County Playhouse in New Hope, PA; and the Associate General Manager at McCarter Theatre Center in Princeton, NJ. She has actively participated in the League of Resident Theatres and was a member of TCG's Equity, Diversity and Inclusion Institute Cohort 2. Originally from Fresno, CA (where the raisins come from), Morgan holds a BA in Theatre from CSU Sacramento and owes her career to the amazing visual and performing arts programs of Clovis Unified School District where she attended K-12. Morgan met her husband Tyler while they were CRT company members together in 2011; the pair have a rambunctious 4-year-old and a menagerie of furry critters.

Kate Berry, Marketing Director | Interim Artistic Director (*she, her, hers*)

Kate first joined CRT as a member of the acting company in 2005 and is now in her fifth year as a full-time staff member. She manages Audience Enrichment programming and the Headwaters New Play Festival. She is inspired by new play development and has appeared in several new play festivals around the country including CRT's Headwaters Festival, Local Lab in Boulder, and Ashland New Plays Festival in Oregon. Colorado Credits: Arvada Center (*The Lion in Winter, The Importance of Being Earnest, Blithe Spirit*), Theatreworks (*Wild Honey, The Seagull, Psycho Beach Party*), Colorado Springs Fine Arts Theatre (*Other Desert Cities*), Colorado Shakespeare Festival (*Twelfth Night*), Lake Dillon Theatre Company (*Dancing Lessons*), and Curious Theatre Company (*Charles Ives Take Me Home*). Favorite roles at CRT include Elsa in *The Road to Mecca*, Eliza in *The (curious case of the) Watson Intelligence*, and Sherlock Holmes in *Miss Holmes*. Member of AEA and SAG-AFTRA.

Lori Heinrich, Development Director (*she, her, hers*)

Originally from Texas, Lori grew up visiting Creede each summer. Married to a now-retired military spouse, Lori had the opportunity to live from coast to coast and work in corporate, non-profit and public-school settings and has experience in grant writing and management, accounting, public and donor relations and event planning. She and her family were thrilled to make their final move in 2018 and establish roots in Creede. Lori has a deep love for Creede Repertory Theatre and has enjoyed watching her children build new skills and confidence because of their involvement in CRT's education programs. In her spare time, Lori enjoys hiking, making music, knitting and spending time with her friends, family and pets.

Jenni Harbour, Education Director, EDI Chair (*she, her, hers*)

Jenni is a teaching artist, actor, and director who earned her M.F.A. at Northern Illinois University (which included a summer intensive at the Moscow Art Theatre). She has taught Theatre for the University of West Georgia, Blue Lake Fine Arts Camp, Hardin-Simmons University, Young Audiences of Abilene, and the National Center for Children's Illustrated Literature before finding her artistic home at Creede

Rep and the Creede School District. She is passionate about creating access to arts education for all learners and introducing new students to Shakespeare.

Jake Harbour, Director of Production and Facilities (*he, him, his*)

Jake Harbour is a Sound & Scenic Designer, Music Composer, and Technical Director. He has worked for many prominent theatres in the Denver and Atlanta area and has been nominated for 4 Henry awards and one Suzi Bass award. Jake has 12 years of university experience teaching classes ranging from Sound & Light Design, Scenic Design, Technical Direction, as well as carpentry and welding. He holds his MFA in Technical Direction from the University of Northern Illinois.

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CREEDE REPERTORY THEATRE ARTISTIC DIRECTOR JOB DESCRIPTION

REV. OCTOBER 2023

JOB SUMMARY

The Artistic Director (AD) of Creede Repertory Theatre (CRT) is responsible for the artistic quality and administration of CRT's artistic programming, maintaining meaningful relationships with the Board of Trustees, staff, donors, the seasonal company, creative personnel, industry and professional organizations, and the Creede community. The AD, with the Managing Director, is responsible for CRT's consistent achievement of its mission, strategic plan, implementation of future projects, and annual budget creation and compliance. The AD reports to the Board of Trustees.

KEY RESPONSIBILITIES

Board Governance

- Report to the Board of Trustees through the Board President
- Responsible for communicating with the Board of Trustees and providing all information necessary to the Board to ensure effective governance, to make informed decisions, to monitor the health of the organization, and to maintain a continuity of leadership
- Serve as the staff liaison to the CRT Board Development Committee and to the CRT Advisory Board, as well as assist in identifying and recruiting potential Board and Committee members
- Facilitate staff support for the Board and its committees, ensuring the Board has timely and accurate information for its decision-making

Artistic Administration

- Responsible for conceiving, developing, and implementing the artistic vision of CRT
- Responsible for major decisions about the ongoing development of the aesthetic values and activities of the organization
- Select the plays to be produced each season
- Recruit, hire, motivate, supervise, and evaluate artistic personnel, specifically actors, directors, designers, playwrights, choreographers, and musicians
- Participate in the annual audition tour and cast the season

- Work with the seasonal Music Director to define scope of instrumentation and identify necessary instruments for annual musicals and concerts
- Attend production meetings, rehearsals, and performances to ensure artistic quality
- Manage AEA negotiations
- Respond to artist inquiries for employment
- Oversee the maintenance of the quality of exported programs
- Work with Managing Director to book and negotiate export shows
- Work in conjunction with the Associate Artistic Director((when applicable) in choosing plays for the Headwaters New Play Festival

Financial Management and Fundraising

- With the Managing Director, develop and adhere to the Board-approved annual operating budget
- Create and maintain the budget for CRT's acting company and independent contractors
- Play a key role in CRT Fundraising efforts as the artistic leader of the organization
- Assist Development in soliciting funds from individual donors, foundations, and other organizations
- Assist in grant writing and content creation when applicable

Staff Management

- The AD and MD are responsible for the hiring, training, retaining of staff, and firing of CRT employees
- Serve as supervisor to the Associate Artistic Director (when applicable), Director of Production, and Education Director
- Develop and lead the management team to achieve the highest level of productivity and quality
- Support Education Director to hire artistic personnel for education programming

Organizational Mission and Strategy

- Work with Board and Staff to ensure that the mission of CRT is fulfilled through programs, strategic planning and community outreach
- Cultivate relationships with a variety of stakeholders to ensure a supportive environment for the organization within the community and beyond

Public Relations

- Serve as CRT's primary spokesperson for the organization
- Foster the development of positive relations with other cultural organizations
- Enhance CRT's image by being active and visible in the company and community and by working closely with other professional, civic, and private organizations and businesses

Marketing

- Support in editorial oversight of CRT publications
- Contribute written material, as necessary

Equity, Diversity, and Inclusion

- Commit to CRT's Equity, Diversity, and Inclusion (EDI) Initiative
- Collaborate with the staff EDI Chair(s) to determine and implement CRT's EDI priorities, initiatives, and values in every aspect of your work
- Be an active participant in EDI task forces, formal trainings, and/or communal learning opportunities
- Contribute to a respectful and inclusive environment in every aspect of your work
- Act with joy, honesty, integrity, and trustworthiness

Creede Repertory Theatre Team Member

- Serve as a member of the administrative team
- Participate in the betterment of CRT's facilities and buildings, as needed
- Participate in the winter holiday production, if applicable
- Attend all special events, performances, company functions, publicity functions, and other events as required by CRT
- Participate in all staff, company, production, design, Board of Trustees, and/or assigned committee meetings as required by CRT
- Assist in the creation and implementation of initiatives outlined in CRT's 2025 strategic plan
- Contribute to a respectful and inclusive environment in every aspect of your work
- Adhere to CRT's community values of Artistry, Grit, Intentionality, and Community
- Engage meaningfully with the community of Creede

Other Duties as Assigned

Disclaimer: This job description is only a summary of the typical functions of the job, not a comprehensive list of all job responsibilities, tasks, and duties.