Position: Producing Artistic Director

The Producing Artistic Director is the creative leader and chief artistic representative of GALA Hispanic Theatre. The Producing Artistic Director is the key manager of all artistic components of the organization and, with the Executive Director, serves as the liaison to the Board of Directors.

Qualifications

The ideal candidate will have a strong background and experience in Latin American theater, both literary and production aspects, as well as knowledge of classical and contemporary Spanish theater, and regional theater from throughout Latin America and the Caribbean. Excellent communication skills in both Spanish and English is a necessity. Knowledge of the Latino community in the U.S., and particularly Washington, DC, is a strong consideration.

Responsibilities

Artistic:

- Plans, designs, and implements the organization’s annual artistic program, in consultation with the Associate Producing Director, to include all season presentations, guest artists series, and special collaborations.
- Hires and evaluates, along with the Executive Director, the director of the Paso Nuevo after-school youth program.
- Oversees all the GALita children’s theater programming.
- Selects directors for each play and presentation by GALA, in consultation with the Associate Producing Director.
- Researches and identifies artists to present in productions and guest artists series.
- Researches and identifies other arts and culture organizations as potential collaborators.
- Supervises the selection of artistic design team for each GALA production and presentation, in consultation with the Associate Producing Director and Production Manager.
- Key staff liaison to the Literary Advisory Board, which advises on GALA artistic programs.

Management:

- Supervises all GALA staff members with artistic or production responsibilities, primarily the Associate Producing Director, Production Manager, Paso Nuevo Director, and Director of Education and Community Engagement.
- Works closely with the Production Manager to supervise the Technical Director and technical staff.
- Assists the Executive Director and other department heads with the preparation of the annual budget and with the development of the strategic plan adopted by the Board of Directors.
Educational Training and Artistic Development:
- Oversees the Director of Education’s work with GALita, Paso Nuevo, and the Student Matinee programs.
- Reviews and approves curricula offered in acting and technical workshops.
- Serves as a guest instructor in designated Paso Nuevo classes.
- Attends national and international conferences on Latino theatre and artistic development.

Special Projects:
- Plans any touring programs of GALA presentations.
- Directs and coordinates artistic talent for special events, celebrations, festivals.

Reporting/Evaluation: The Producing Artistic Director reports directly to the Board of Directors; performance is evaluated on an annual basis.

Salary: Negotiable based on experience.

To Apply: Please submit cover letter and resume to Rebecca Medrano, Executive Director, via email at rebecca@galatheatre.org. This position will be open until the right candidate is identified. No phone calls please.

GALA Hispanic Theatre is an equal opportunity employer. GALA will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, religion, color, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

To mitigate the spread and effects of COVID-19, and as an integral part of its public health and safety measures, GALA requires that all successful applicants show proof of full, up-to-date vaccination (including a booster dose once eligible) by an FDA-approved COVID-19 vaccine before beginning employment, unless an accommodation exempting the applicant from this policy has been granted. Applicants who wish to request accommodation based on a disability or sincerely-held religious belief should inform the Executive Director after an offer of employment is extended.