

Director of New Work Position Description

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| Title: | Director of New Work | FLSA: | FLSA Exempt |
| Reports to: | Artistic Director | Employment Status: | Part-time/Full-time |
| Department: | New Work Department | Date Posted: | September 30, 2020 |

POSITION DESCRIPTION:

Woolly Mammoth Theatre Company, a national innovator in the development and production of new work, seeks an experienced Director of New Work with a wide and deep knowledge of theatre artists, new work, and theatrical practices to join its Core Leadership Team and guide the New Work Department. Woolly values out-of-the-box thinking, big ideas, and bigger passion, and we are looking for a leader in the new work field to help generate the resources essential to achieving our vision.

In coordination with the Artistic Director, the Director of New Work leads the organization's local, national, and international search for projects and artists that align with Woolly's mission and values, supervises the New Work Team, helps expand Woolly's artistic braintrust, and coordinates the processes for all of Woolly's new work in development, including the growing number of commissions. As a member of Woolly's Core Leadership Team, the Director of New Work must be a collaborative and creative leader.

The position will begin as part-time, work-from-home with limited responsibilities and will transition to full-time, by April 1, 2021 or once Woolly Mammoth resumes live, in-person productions, whichever occurs first. The eventual expectation is that the position will be work-from-office, once the position is full-time and when the employee and Woolly Mammoth mutually determine it is safe to do so with respect to the COVID-19 pandemic. (10.5.2020)

PART-TIME DUTIES & RESPONSIBILITIES:

Artistic Development

- Rigorously pursue new work and artists that live up to Woolly's mission and values.
- Serve as a liaison between Woolly and artistic partners, as appropriate.

Season Selection

- Manage, coordinate, and facilitate the review, discussion, and decision-making processes around new work with a New Work Team that is expected to expand in the coming years.
- Maintain timely correspondence with artists and agents.
- Oversee internal systems around new work submissions.
- Ensure that systems and processes to track new work submissions and correspondence with artists, agents, and colleagues are working effectively.

Administrative

- Manage the department budget responsibly.
- Oversee and maintain Woolly's new work database.
- Set the overall trajectory and week-to-week agendas for frequent New Work and Artistic Department meetings, in coordination with the Artistic Director.

Writing & Cross-Department Collaboration

- Contribute significant ideas and writing to Woolly's playbills, email newsletters, brochures, and the many other projects of the Artistic, Connectivity, Development, and Marketing Departments.

Supervisory Responsibilities

- Responsible for providing employees timely, candid, and constructive performance feedback; developing employees to their fullest potential and providing challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments. Additionally, this position will:
 - Select, train, and develop an effective and efficient staff including:
 - Interview applicants and select new employees;
 - Supervise the department orientation and training of new employees;
 - Recommend salary increases, promotions, transfers, disciplinary actions, and dismissals in conformance with company policy and procedures; and
 - Conduct quarterly performance reviews.

- Have substantial knowledge of leadership, teamwork, and management principles in line with the values of the organization.
- Set the tone for a high functioning, forward-thinking department.
- **Direct Reports:** Director of New Work hires and mentors the New Work Fellow.

Organizational Leadership

- As a member of Woolly's Core Leadership Team, serve as a strategic and creative collaborator in service of long-term direction setting and short-term decision-making for the organization.
- Actively contribute to strategic planning processes, as both a representative of the New Work Department and a thought partner.
- Align stakeholders toward a common goal, while negotiating competing priorities.
- Balance planning with nimbleness.

Company-Wide Responsibilities:

- Commit to Woolly's value of radical inclusivity and strategies around anti-racism. This includes participating in anti-bias/anti-harassment training, becoming familiarized with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering one's own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

All other duties as assigned.

FULL-TIME DUTIES & RESPONSIBILITIES:

Artistic Development

- Rigorously pursue new work and artists that live up to Woolly's mission and values.
- Attend productions, readings, and festivals locally and around the country, as appropriate, on Woolly's behalf; coordinate and manage the New Work Team's attendance at these events as well.
- Sustain, grow, and deepen Woolly's relationships with theatre artists, agents, new work advocates, theatres, organizations, artistic institutional partners, etc.
- Serve as a liaison between Woolly and artistic partners, as appropriate.
- Organize and lead the development process for all of Woolly's new work in development, including overseeing multiple readings and workshops annually.
- Grow and manage Woolly's commissioning program, including ushering commissioned projects through development and to production.

Season Selection

- Manage, coordinate, and facilitate the review, discussion, and decision-making processes around new work with a New Work Team that is expected to expand in the coming years.
- Personally review 200+ new work submissions annually.
- Maintain timely correspondence with artists and agents.
- Oversee internal systems around new work submissions.
- Ensure that systems and processes to track new work submissions and correspondence with artists, agents, and colleagues are working effectively.

Administrative

- Implement the department's existent multi-year strategic plan regarding growth and expansion.
- Create the department budget and manage it responsibly.
- Oversee and maintain Woolly's new work database.
- Set the overall trajectory and week-to-week agendas for frequent New Work and Artistic Department meetings, in coordination with the Artistic Director.

Writing & Cross-Department Collaboration

- Contribute significant ideas and writing to Woolly's playbills, email newsletters, brochures, and the many other projects of the Artistic and Marketing Departments.
- Strategize with Woolly's Grant Team around funding opportunities for artistic ventures, and collaborate on writing grant narratives, reports, etc.

- Support Woolly's Development Department in a variety of ways, including the writing of event scripts.
- Collaborate and strategize with Woolly's Connectivity Department regarding programming, projects, partnerships, etc.

Supervisory Responsibilities

- Responsible for providing employees timely, candid, and constructive performance feedback; developing employees to their fullest potential and providing challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments. Additionally, this position will:
 - Select, train, and develop an effective and efficient staff including:
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- Align stakeholders toward a common goal, while negotiating competing priorities.
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- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
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All other duties as assigned.

QUALIFICATIONS:

- **Experience:**
 - At least 5 years of experience in new work development and/or new work production.
 - Demonstrated managerial experience leading a strong team and creating a positive work environment.
 - Substantive track record of programming, cultivating and/or developing new work in a variety of theatrical forms.
- **Essential Knowledge, Skills, and Abilities:**
 - Wide and deep knowledge of theatre artists, new work, and theatrical practices.
 - Strong analytical skills.
 - Excellent communication skills.
 - Pre-existing relationships with playwrights, composers, lyricists, directors, agents, etc. and artistic staff at other theatres.
 - Experience producing and/or line producing readings, workshops, or similar events is a plus.
 - Highly self-motivated, organized, and able to manage multiple priorities and projects.
 - Detail-oriented and able to see the larger picture in service of holistic and creative problem solving.
 - Strong interpersonal skills to support a range of artistic and administrative processes.
 - Ability to set strategic direction and execute such strategy effectively.

- Understanding of Washington, DC and its arts community is a plus.
- **Other Skills or Qualities:**
 - Commitment to active engagement and leadership development in your individual position for the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
 - Ability to balance big-picture and detail-oriented thinking to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
 - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.

WORKING CONDITIONS:

- The position will start as part-time, work-from-home. The goal is for the position to become full-time, work-from-office once Woolly is producing work in-person again (specific timeline TBD).
- Some travel required.
- Must be able to withstand extended viewing of computer screens.
- This position has typically sat in an open/shared office environment with moderate noise levels.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Part-Time Starting Salary:** \$27/hour for 20 hours/week with benefits
- **Full-Time Starting Salary:** \$55,000 annually with benefits
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.