



Invites applications for the position of

MANAGING ARTISTIC DIRECTOR

Location: **Portland, Oregon**
Enrollment: **225 students**
Salary: **\$70,000 to \$80,000 annually**
Closing Date: **Feb. 20, 2022**
Start Date: **July 1, 2022** (or sooner)
Reports to: **Board of Directors**



The Actors Conservatory

The Actors Conservatory (TAC) invites candidates to apply for the **Managing Artistic Director** position **beginning on or before July 1, 2022**. The Actors Conservatory (TAC) is an established school accredited by the National Association of Schools of Theatre (NAST).

TAC is committed to building ongoing and collaborative relationships both locally and nationally. Community and civic engagement enhance the lives of our students and has a positive impact on our broader community. TAC is dedicated to arts education for all and to the advancement of social justice themes in its entire body of work.



The School

The Actors Conservatory is a 36-year old standalone School of Theatre and Film located in the Pacific Northwest offering outstanding educational and performance opportunities to artists ages eighteen to eighty. TAC students learn and grow as actors in a collaborative, rigorous and supportive environment.

TAC offers a two-year Conservatory Program, Studio Classes, and a Summer Conservatory Program. The total **enrollment is approximately 225 students**. TAC employs ten to twenty faculty members and a staff of five persons. TAC's annual operating budget is approximately \$650,000.

Since 1985, TAC, located in Portland, Oregon, and formerly known as the Portland Actors Conservatory, has provided comprehensive actor training taught by professional theatre practitioners and educators in a creative and supportive environment. Portland is one of the most livable cities in the United States, with a thriving arts scene.

TAC is a resident company to Portland Center Stage, which is the largest theatre company in Portland and among the top twenty regional theatres in the country. An estimated 160,000 visitors attend shows at Portland Center Stage every year. TAC is accredited by the National Association of Schools of Theatre (NAST). By attending a nationally accredited institution, eligible students may receive federal financial aid funds including grants, student loans and work study.

The Position

As Managing Artistic Director and a member of the faculty, the successful candidate will be expected to demonstrate a strong commitment to teaching excellence and contribute to curriculum in the area of the candidate's area of mastery.

Expertise as a producer is preferred.

Expectations include: 1) Working collaboratively to maintain an innovative curriculum for a broad range of students of varied identities and backgrounds. 2) Recruiting and retaining students of exceptional promise. 3) Developing and maintaining a visible national and international profile as a theatre artist and teacher. The successful candidate will demonstrate experience with and a commitment to diversity and inclusion.



To learn more about the School visit

[TAC website](#)



What the Position Involves

The role of the Managing Artistic Director position includes but is not limited to:

- Leading the school with approximately 225 students (20-25 full-time, two-year certificate program; 200 in the Studio and Summer Conservatory Programs); 10-20 part time faculty; and 4 staff members.
- Providing overall supervision of the programs and their administration.
- Advocating for the school with stakeholders, donors, grantors, and foundations.
- Serving as administrative leader of the school with oversight of faculty (including faculty teaching assignments), staff, curriculum, budget, and strategic direction.
- Teaching an average of one class per semester.
- Representing the school in outreach and engagement activities.
- Developing and overseeing recruitment of faculty and students.
- Exercising artistic leadership over season selection of plays and productions.
- Providing visionary and inspiring leadership.
- Articulating and enacting a vision infusing anti-racism and social justice as a fundamental value of theatre practice, scholarship, and community engagement.
- Overseeing the school's National Association of Schools of Theatre (NAST) accreditation.
- Overseeing compliance expectations of NAST, Department of Higher Education and Oregon Department of Education.
- Oversight and leadership of faculty members and staff. The successful candidate will be expected to lead in faculty meetings and staff governance and reports to the board of directors.

Minimum Qualifications

- Record of achievement, as recognized by peers, involving teaching, artistic projects, and other professional contributions.
- A high level of distinction as reflected in a record of artistic work, and a consistent level of teaching excellence.
- Advanced Degree from college or university or related professional experience for appointment as Managing Artistic Director required.

Application Requirements

- Cover Letter addressing qualifications to serve as Managing Artistic Director
- Completed Application Form (available on TAC website)
- Curriculum Vitae (CV)
- Three (3) current letters of reference/recommendation
- Teaching Philosophy Statement (2 pp max.)
- Diversity Statement describing your interest or efforts in furthering diversity and inclusion, e.g., through mentoring, pedagogy, activism, faculty recruitment and retention, or research on issues related to diversity and social inequality.

Search Calendar (tentative)

Feb 20, 2022 Close Applications

Feb 25-28 Review Applications
Feb 28 Select interview candidates
Mar 5-6 Interviews; select finalists
Mar 12 Begin background checks
Mar 21-22 Finalist visits; 2d interviews
Mar 24 Announce selection
Jul 1, 2022 Begin employment

The Actors Conservatory is proud to be an Equal Employment Opportunity and affirmative action employer. TAC celebrates diversity and does not discriminate based on race, religion, color, national origin, sex, sexual education, age, veteran status, disability status, or any other applicable characteristics protected by law.

How to Submit an Application

For more information about the position or the process for submitting an application, contact:

Karen Rathje, Managing Academic Director
The Actors Conservatory
128 NW 11th Ave.
Portland, OR 97209
503-274-1717 (office); 503-313-3048 (mobile)
jobs@pac.edu

Visit the TAC website (<https://pac.edu/about/work-with-us/>) to obtain a Word-fillable version of the application form which can be downloaded and completed.

[TAC Managing Artistic Director App Form](#)

Submit all application materials electronically as **Word or PDF documents** by e-mail attachment to **Karen Rathje by 5:00 pm on the deadline date**. Application materials received after the stated deadline may not receive full consideration.

A. Gregory McKenzie
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This executive search is conducted by The Actors Conservatory with assistance from **NextUp Leadership** for recruiting, marketing and distribution about the vacancy.