YALE SCHOOL OF DRAMA/YALE REPERTORY THEATRE
POSITION DESCRIPTION

Associate Dean/Managing Director
and Assistant/Associate Professor Adjunct of Theater Management

Yale School of Drama and Yale Repertory Theatre (YSD/YRT) seek a dynamic, visionary collaborator to head the administration of a unique and storied institution: the most comprehensive graduate theater training program in the United States, operating together with the Tony Award–winning LORT theater in downtown New Haven, CT, on the campus of a world-class research university.

With a combined budget of $37 million, the School and Repertory Theatre share a mission to train and advance leaders to raise the standard of global professional practice in every theatrical discipline, pursuing excellence in art to promote wonder, empathy, and understanding in the world. The School’s alumni play vital roles in the imaginative life of the nation and the globe, in all of the performing arts, cultural policy, philanthropy, education, and related sectors.

In a conservatory model driven by shared leadership, YSD/YRT attend to both pedagogy and practice, guided by core values of artistry, collaboration, discovery, inclusion, and professionalism. In this context, all issues pertaining to the past, present, and future of theater-making are in some measure relevant to the mission: no single subject is more important than the School’s and the Rep’s historic and ongoing focus on the promotion of diversity and equity, in service to the field and all those whom it touches.

Degrees offered include a Master of Fine Arts (MFA) in Acting, Design (Set, Costume, Light & Projection), Sound Design, Directing, Dramaturgy & Dramatic Criticism, Playwriting, Stage Management, Technical Design & Production and Theater Management, as well as a joint-degree MBA/MFA in Theater Management in partnership with Yale School of Management. Certificates in Drama are offered to candidates who have not earned a Bachelor’s degree, in all areas except Dramaturgy and Theater Management. The degree of Doctor of Fine Arts (DFA) may be earned by qualifying students who first receive the MFA degree in Dramaturgy. This year, the School’s full-time enrollment includes 179 MFA candidates, 12 certificate candidates, 19 DFA candidates, 8 technical interns, 1 Special Student, and 1 Special Research Fellow. There are 3 joint-degree MFA/MBA candidates currently enrolled at Yale School of Management (SOM).

The School draws its faculty broadly from the first rank of the professional sphere, employing over 40 full-time professors and more than 80 part-time lecturers. The full-time and seasonal staff of YSD/YRT comprises approximately 30 managers and 50 unionized clerical and technical
employees: many of them also serve on the faculty, and virtually all of them provide guidance and mentorship to students in their professional assignments.

Emphasizing the connection of theory to practical experience, the School, Yale Rep, and Yale Cabaret—which is entirely student-run—present more than 40 plays and musicals each year. Five of these are in the Yale Rep season, with as many as 75 guest artists joining the company, which operates on LORT contracts.

Founded in 1966, Yale Rep has contributed widely to the field by encouraging and developing new models of co-production, transferring work to the regional and commercial theater, and investing in playwrights through commissioning. The Rep has produced more than 100 world premieres, including two Pulitzer Prize winners and four other nominated finalists. Seventeen Yale Rep productions have moved to Broadway, receiving more than 40 Tony Award nominations and 10 Tony Awards. In 1991, Yale Rep received the Tony Award for Outstanding Regional Theatre. Since 2008, Yale Rep’s new play program, the Binger Center for New Theatre, has supported the work of more than 60 commissioned artists as well as the world premieres and subsequent productions of 35 new plays and musicals at Yale Rep and nationwide.

Reporting to the Dean/Artistic Director, the Associate Dean/Managing Director will have broad administrative responsibility including oversight of strategic planning, budgeting and finance, contracting, human resources, marketing and communications, facilities operations, information technology, theater safety and occupational health.

As Assistant/Associate Professor Adjunct, reporting to the Chair of Theater Management, the individual will teach theater management classes in areas of their expertise and will mentor/supervise graduate professional students.

**RESPONSIBILITIES**

**Associate Dean/Managing Director**

- Oversees producing/presenting, administrative operations, and organizational budget for YSD/YRT.
- In partnership with the Dean and Associate/Assistant Deans, oversees strategic planning; curriculum development; faculty deployment; facilities development; equity, diversity, and inclusion programs; financial aid; balance of academic and production needs; and work-study.
- Directly supervises Assistant Dean/General Manager, Director of Communications, Director of Finance & Human Resources, Director of Marketing, and Director of Theater Safety & Occupational Health. In concert with Dean/Artistic Director oversees work of Director of Development & Alumni Affairs and Director of Production.
- Serves as primary signatory authority for YSD/YRT contracts.
- Serves as a public representative and spokesperson for YSD/YRT.
• In concert with the Dean/Artistic Director, cultivates and solicits donors among alumni and in the private and public sectors; cultivates and engages Board of Advisors.
• Represents YSD/YRT on committees at Yale and elsewhere as assigned by the Dean/Artistic Director.
• Participates in planning and execution of meetings of the faculty department chairs, faculty, senior staff, and all staff.
• Other duties as assigned by Dean/Artistic Director.

Teaching and Mentoring
• Teaches at least two semester-long courses in area(s) of expertise.
• Serves as case study advisor to one person in each class of Theater Management students.
• Participates in the ongoing evaluation of Theater Management curriculum.
• Mentors students and participates in evaluations of student progress.
• Supervises graduate professional student in Professional Work Assignment (PWA) as Associate Managing Director (AMD) for YRT; and, in concert with Assistant Dean/General Manager oversees graduate students who are AMD for YSD and AMD for Special Projects.
• Oversees mentoring of Theater Management graduate students in all other PWAs in the Management Office and Company Manager.
• Participates in Department’s and YSD’s equity, diversity, and inclusion initiatives and programs.

Departmental Administration and Recruiting
• Participates in the ongoing oversight of student progress.
• Participates in admissions; fellowship and PWA assignments.
• Represents the Program within and outside of YSD.
• Promotes the successful transition of students from training to the profession.
• Attends periodic department faculty meetings, monthly department meetings, and periodic student progress review meetings.
• Other duties, including committee service, as requested by Chair or Dean.

EDUCATION/EXPERIENCE
• Minimum of ten years of professional theater experience, or equivalent combination of education and experience.
• Demonstrated leadership promoting equity, diversity, and inclusion in the workplace.
• Preferred: Master’s degree, graduate conservatory teaching experience.

SKILLS AND ATTRIBUTES OF THE SUCCESSFUL CANDIDATE:
• Communication: excellent listening, speaking, and writing skills; forthright courage to engage in constructive critical discourse; appreciation of differences and multiple viewpoints; facility in observing and resolving conflicting values and positions.
• Expertise: knowledge of the complexities of theatrical production and management, including labor relations, health and safety, contract negotiations, and rights acquisition in
accordance with industry standards and best practices; and strong connections to the national theater community.

- Leadership: strategic analysis, problem-solving, and motivational skills.
- Mentoring: observation, assessment, critique, coaching, instruction, empathy, discretion.
- Team building and collaboration: ability to build effective teams in a complex environment, and to collaborate flexibly with a large number of faculty, staff, students, interns, guest artists, and others.
- Agility: Ability to remain focused with frequent interruptions, and to work on and prioritize a wide variety of complicated tasks simultaneously, while maintaining a sense of perspective and a sense of humor.

TERM OF APPOINTMENT
Appointment will be as a full-time Assistant/Associate Professor Adjunct in Theater Management for an initial term of three (3) to five (5) years, beginning July 1, 2020, renewable, and includes competitive salary with full faculty benefits.