



Artistic Associate

Position: Artistic Associate

Department: Production

Reports To: Chief Executive/Artistic Director

Status: Exempt

Full/Part Time: Full-Time

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Music Theater Heritage (MTH) is an innovative and imaginative professional musical theater organization – dedicated to the appreciation and historical understanding of the American musical and its contributions to our culture. MTH entertains and educates current and future generations, with persistent focus on equity, diversity, and inclusion, for today’s performing talent and tomorrow’s developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH houses three theatrical stages, production facilities, studio space, and two public lobbies.

Position Summary: Music Theater Heritage is seeking an Artistic Associate to join our staff. The Artistic Associate is responsible for casting, negotiating and executing artist contracts; creating and managing rehearsal schedules and calendars, executing pre-production administrative duties; as well as providing support and strategic thinking to the Artistic Director. Depending on background, there may be opportunities as actor, director, or designer.

Essential Job Functions:

- Uphold the mission and core values of MTH.
- Manage all aspects of casting: organize, schedule and curate auditions.
- Facilitate contracting of artists
- Responsible for pre-production admin: preparing scripts/scores, creating contact sheets, managing licensed materials, etc
- Collaborate to structure and coordinate production calendars.
- Attend Design Runs, Previews, and other performances, as determined with Artistic Director, to support producing needs of the Theater.
- Attend rehearsals, as assigned
- Participate in and support the season-planning process to ensure artistic programming aligns with MTH mission and goals.
- Develop and maintain relationships with local theatrical groups, institutional groups, and communities in Kansas City.
- Attend staff meetings
- Curate and direct MTH Gala entertainment

- Other creative, managerial, or administrative duties that align with this position as assigned

Qualifications:

- Caring, compassionate, considerate and collaborative.
- Responsible, accountable, dependable
- Highly organized with the ability to prioritize and work on multiple tasks
- Preferred 3+ years experience in professional theater, as actor/director/designer/etc
- Innovative, self-motivated, energetic with strong communication skills and work ethic
- Passion for musical theater and the American songbook.
- Experience in managing and curating artistic projects
- Ability to effectively communicate and work respectfully with a diverse group of colleagues and artists – while exhibiting grace and good humor under pressure
- Outstanding interpersonal and communication skills – most importantly: the ability to listen, speak and write well.
- Ability to process and handle confidential information with discretion

Compensation and Benefits: Commensurate with experience, suggested range between \$39,000 - \$44,000 annually, plus a benefits package that includes health, vision, dental, and simple IRA. Up to 80 hours of paid time off, as well as 8 paid company holidays and complimentary tickets. MTH is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. MTH requires proof of full vaccination.

How to apply:

Send letter of interest, resume, and salary requirements to: Tim Scott, Chief Executive/Artistic Director by emailing Tim@mthkc.com, subject line Artistic Associate. No phone calls, please.

Deadline to apply August 26.

We will contact applicants under consideration to schedule an interview.

No interviews will be scheduled prior to September 1.