

**Actors Theatre of Louisville
PROFESSIONAL TRAINING COMPANY & CASTING COORDINATOR
To Be Posted**

Position: PTC & Casting Coordinator
Reports To: PTC Producer
Department: Artistic
FLSA: Hourly, Non-Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Professional Training Company & Artistic Coordinator. Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time.

Actors Theatre is currently undergoing a major renaissance with Robert Barry Fleming, recently appointed Executive Artistic Director, and his vision for creating a sustainable theatre where all are welcome, the stories onstage reflect the lives of our neighbors, family, and friends, and our learning and creative engagement initiatives inspires agency and the empowerment of Greater Louisvillians, Kentuckians and Actors Theatre stakeholders across the nation to realize the theatre's greatest potential.

About Louisville:

Louisville today is manifestly a City of the Arts, a vibrant community that puts a premium on creativity, offers countless cultural opportunities, and a welcoming home for creative professionals. In addition to Actors Theatre, the city's businesses and residents proudly support the Louisville Orchestra, Kentucky Shakespeare, Stage One Family Theatre, Louisville Ballet, Kentucky Opera, Kentucky Center for the Performing Arts, and the Speed Art Museum, among others. It is also an exceptionally livable city of unique neighborhoods, diverse communities, a vibrant food and music scene, and beautiful parks with a reasonable cost of living. Louisville is home to many colleges and universities, and is also a center of business and manufacturing. The headquarters of health care giant, Humana, is located two blocks from the Theatre. Its support of Actors Theatre's Humana Festival of New American Plays represents the longest continuous partnership between a theater and a corporation in the country. Other major employers include UPS Worldport, the global hub of UPS, Yum Brands (Pizza Hut, KFC, and Taco Bell), Brown-Forman (a leading supporter of Actors Theatre), Ford Motor Company, and Amazon.

Summary of Professional Training Company:

Now in its 48th year, the Professional Training Company (PTC) is the cornerstone of Actors Theatre of Louisville's commitment to the development of theatre and arts practitioners. One of the nation's oldest apprentice training programs, the PTC is a one-of-a-kind immersive program designed to elevate early-career practitioners in the American theatre industry by teaching the business and the art of being a theatre professional. Members of the Company work directly with Actors Theatre artistic, administrative and production staff as well as guest artists to receive hands-on experience in their respective fields. The PTC is a diverse ensemble comprised of 40 talented individuals who are the next generation of the American theatre.

Summary of Position:

The PTC & Casting Coordinator will be an integral part of the Artistic Team, coordinating and recruiting the PTC, and assisting with all casting processes and auditions. They will directly engage with the Louisville community through recruiting local talent, line producing community events and outreach, and being an active presence at local productions and happenings.

This position will work directly with the PTC Producer on the full PTC season and assist with programming, casting, and projects for 18 acting apprentices, 2 directing apprentices, and the Producing & Casting Apprentice. They will also assist with all casting and contracting throughout the mainstage season including Actors Theatre's holiday productions, subscriptions series, the Humana Festival of New American Plays, general and EPA seasonal auditions, and special events and engagements.

The Essential Functions include, but are not limited to, the following:

Essential Functions:

- Assist PTC Producer with producing and planning the full PTC season
- Oversee all aspects of recruitment, auditions, and interviews for the Professional Training Company
- Lead casting director on all PTC productions
- Assist Artistic Producer with full casting, contracting and auditions for the season
- Scout local talent by attending productions and events
- Represent Actors Theatre at events and engagements as requested
- Assist in the professional development of apprentices
- Assist in developing community partnerships
- Help facilitate the inclusion of apprentices in the organization and mainstage season
- Work collaboratively across departments and with creative teams
- Complete other duties as assigned
- Implement and maintain an alumni network

Knowledge, Skills and Abilities:

- Ability to create iterative processes and systems
- Detail oriented with excellent organizational and time-management skills
- Self-motivated work ethic, ability to follow up/follow through, multi-task, adapt to rapidly changing conditions, and thrive under pressure
- Ability to work independently, take initiative, prioritize needs, generate solutions and be a facile ideator
- Skilled at recognizing and recruiting talent
- Must possess clear and considerate interpersonal communication skills and know how to exercise discretion with sensitive information
- Ability to engage communities and organizations in mutually beneficial initiatives
- Ability to sustain emotional wellness and handle interpersonal relationships judiciously and empathetically

Minimum Qualifications:

- 2+ years producing or related experience
- College Degree or comparable training in theatre or a related field
- Experience with casting and scouting talent
- Proficient with Microsoft Office including Outlook, Word and Excel
- Knowledge of Google Docs, Dropbox, and other file sharing software

Preferred Qualifications:

- 4-year college degree and 2-5 years' experience in theatre, or an equivalent combination of education and experience
- Awareness and understanding of the theatre industry locally and nationally
- Experience using Breakdown Services and other casting database tools
- Familiarity with the LORT Actors Equity Rulebook

Compensation:

This position averages 40 hours a week and is non-exempt from overtime. Some weeks may sit closer to 30 while others may be closer to 50 hours. The schedule is inconsistent and requires some nights and weekends. This position is year-round.

Compensation is \$15.50 an hour. Housing is not provided. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and, a 403(b) retirement plan.

To Apply:

Applicants interested in applying for this position must email cover letter, resume and three (3) professional references with the subject line “PTC and Casting Coordinator” by 5:00 PM on March 13th to:

Jonathan Ruiz, PTC Producer
jruiz@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, tobacco use, or any factor protected by law. Members of underrepresented groups are encouraged to apply. Employment with Actors Theatre is “at-will.”

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