

ARTISTIC FELLOW

Signature Theatre, one of New York's leading Off-Broadway theatres, is seeking an Artistic Fellow for the 2022-2023 season. The Artistic Fellow is a part-time, seasonal member of Signature's artistic team. Working closely with Signature staff and Signature's contracted casting director, the Artistic Fellow will provide administrative, creative and logistical support. The fellow will work directly with all members of Signature's artistic team and with Signature artists. They report to the Manager of Artistic and Education Projects.

Applications will be accepted through Friday, June 17th. This position will begin on September 6th, 2022 and end June 30th, 2023.

About Signature

Founded in 1991, Signature Theatre celebrates playwrights and gives them an artistic home through playwriting residencies, producing six to eight productions by resident playwrights annually. In 2005, Signature began its groundbreaking Signature Ticket Initiative, providing affordable tickets to all of its productions. In 2012, Signature opened the Pershing Square Signature Center, the Frank Gehry-designed 75,000 square foot Center featuring three theatres, two rehearsal studios, a central, public lobby with a café and bookstore, as well as administrative offices.

Applicants from populations underrepresented in the theatre field and aligning with Signature Theatre's artistic mission and institutional-priorities focused on playwrights, community and access are strongly encouraged to apply.

Signature is committed to [Equity, Diversity, Inclusion and Access](#) and welcomes candidates who have demonstrable experience advocating for underrepresented communities.

All employees of Signature Theatre have a responsibility to be active in the institution's continued commitment to its Equity, Diversity, Inclusion, and Accessibility values and goals. Please read our commitment to creating a theatre focused on EDIA at signaturetheatre.org.

Responsibilities

Artistic Responsibilities

- Assist Signature's artistic team on an as needed basis for ongoing artistic and production support for Signature's 2022-2023 season
- Collaborate with artistic and marketing staff members on various dramaturgical and creative content needs for Signature productions
- Assistant produce developmental readings and special artistic events

- Collaborate with artistic staff members on script coverage for various plays in consideration for production at Signature
- Contribute to and manage various artistic department databases and ongoing special projects
- Participate in ongoing conversations regarding Signature's future artistic programming and season planning
- Opportunities to engage with and support the development of new Signature programs including but not limited to special artistic events, new play development and educational opportunities per the fellow's interest
- Assorted administrative tasks to help support the artistic department

Casting Responsibilities

- Serve as an in-house liaison with Signature's main casting director, Caparelliotis Casting, and other casting directors engaged for specific Signature projects.
- Track all casting correspondence and help to schedule casting sessions, auditions and callbacks.
- Help to assemble casting materials and coordinate drafting of casting notices and/or character and play descriptions
- Attend casting sessions regularly

Desired Skills and Experience

We are looking for someone who possesses:

- Enthusiasm for theatre and interest in a creative arts career with a focus on artistic producing, literary management and/or casting
- A passion for working with and supporting artists
- Excellent written and verbal communication skills
- Excellent organizational and time management skills with the ability to oversee and negotiate multiple simultaneous projects

Compensation and Additional Resources

- \$18/hr for up to 30 hours of work a week. Exact hours and schedule will be worked out between the department and fellow upon hiring. Please note that Signature's office hours are 10am-6pm and this fellowship will include some occasional evening hours.
- Additional benefits include:
 - A \$500 play-going fund to use for theatre tickets
 - A monthly unlimited MetroCard, provided by Signature
- Mentorship opportunities including but not limited to:
 - A fellowship-long mentor within Signature chosen by the fellow to shadow and meet with regularly

- Opportunities for cross-departmental shadowing and meeting swaps
- Regular professional development lunch-and-learns with Signature staff and artists
- Goal setting workshops and check-ins
- Opportunities to shadow Signature’s contracted casting director on non-Signature casting projects
- Access to industry conferences, roundtables and networking events, including opportunities to connect with other fellowship cohorts

Before Applying

- Familiarize yourself with Signature’s artists, programming, staff, and mission, available on our website
- Think through artists and works that excite you – ones you have seen, heard, and/or read
- Think through your personal strengths and areas where you are looking to grow your knowledge further through an opportunity like this fellowship

Application Instructions

Please apply through Signature’s jobs portal, linked [here](#). You will be prompted to upload a resume and answer the following questions (250 words per question):

Questions:

- 1) Why are you interested in working at Signature in the Artistic Department? What skills and experiences will you bring to this role? What skills and experiences are you hoping to gain upon completing the fellowship?
- 2) Please share details of a challenging moment you have had during a moment of collaboration. How did you handle the challenge, and what did you learn from the experience?
- 3) What was an experience that shaped your views about theatre and has inspired your interest in working in the arts?

Signature’s fellowship program requires no previous work or educational experience for participation. Fellowship selection will be based on demonstrable interest and commitment to a career in the arts with an ability to articulate how a fellowship at Signature will help the fellow learn and grow into the future leader they would like to become.

Resumes should focus on meaningful experiences and outline responsibilities and achievements. They can include professional, academic and/or personal pursuits. Resumes should not exceed one page.

All qualified applicants will receive consideration for employment without regard to race, color, creed, ancestry, national origin, citizenship, religion, gender, sex, sexual orientation, affectional preference, gender identity or expression, sexual and reproductive health decisions, pregnancy, disability, genetic predisposition, age, military, or veteran status, marital or familial status, or any other protected characteristic, in accordance with applicable federal, state, and local laws.

No phone calls, please. For more information about Signature, please visit www.signaturetheatre.org.