



JOB DESCRIPTION

JOB TITLE: Comedy Club Director
REPORTS TO: Executive Producer
JOB TYPE: Non-Exempt
PAY TYPE: Salaried

SUMMARY OF POSITION

This position is responsible for all facets of the Theatre Arlington Comedy Club Shows. Developing and training a professional quality improvisation team for monthly performances.

DUTIES AND RESPONSIBILITIES

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

- Provide patron feedback to Executive Producer and respond appropriately to patron concerns.
- Schedule, train and manage Comedy Club Series Cast
- Assist Executive Producer with hiring Comedy Club Cast
- Work within prescribed budget
- Be on call to replace cast as needed
- Work with Executive Producer and Business Manager to create and implement policies and procedures
- Be present at all Comedy Club rehearsals and performances.
- Schedule the cast members for their nights of performances
- Plan and run effective rehearsals twice monthly
- Write or work with writers to create material for shows
- Work with cast to develop cohesive improv team
- Create the structure for each month's show
- Work with Club Series Coordinator to facilitate show needs
- All other duties as assigned.

REQUIRED QUALIFICATIONS

- Excellent communication skills.
- Excellent leadership skills
- Excellent writing, organizational and computer skills.
- Process oriented and strong attention to detail.
- Interpersonal skills to deal effectively with all business contacts.
- Professional appearance, demeanor and dress.
- Proficient in Microsoft Office (Word) and intermediate level of proficiency in Microsoft Office (Excel and Outlook).
- Able to effectively communicate in English, in both oral and written forms.

PREFERRED QUALIFICATIONS

- 2-3 years in a directorial capacity
- Strong improvisation skills
- Previous experience in a similar work setting