



## **SILO THEATRE ARTISTIC DIRECTOR Job Description**

### ***Who is Silo Theatre today?***

Established in 1997, Silo Theatre is a leading producer of contemporary theatre in Aotearoa.

We commission, curate, and stage local and international work that champions new forms of storytelling in order to speak directly to the world around us. Our shows usually take place across a selection of venues and spaces in Tāmaki Makaurau, in Aotearoa, and sometimes overseas.

We are currently developing a new strategic direction for the company that spans 2026 - 2040 where we will renew and update our goals and values. The incoming Artistic Director will play a pivotal role in setting our programming approach in response to our new strategic vision.

<b>KEY INFORMATION</b>	
<b>Job Title:</b>	Artistic Director
<b>Employer:</b>	Silo Theatre Trust
<b>Reports To:</b>	Primary: Executive Director Secondary: Silo Theatre Trust Board
<b>Term:</b>	Four years (with an option to renew)
<b>Salary Bracket:</b>	\$80,000 - \$100,000
<b>Annual Leave:</b>	Four weeks after 12 months continuous employment.
<b>Oversees:</b>	Works with the Executive Director to manage Programme Manager's weekly deliverables and performance.
<b>Hours:</b>	40 hours per week - flexible outside core hours (10am - 3pm, Monday - Friday).  Evening and weekend work is required from time to time.
<b>Place of Work:</b>	Silo Theatre Office - Samoa House, 283 Karangahape Road, Auckland 1010
<b>Key Internal Relationships:</b>	Executive Director Silo Theatre Trust Board Marketing & Partnerships Manager Programme Manager Accounts Administrator Artist & Practitioner Contractors
<b>Key External Relationships:</b>	Funders Presenting & Producing Partners Aotearoa Arts Industry Literary & Acting Agencies Commercial Sponsors Tertiary Institutions Patrons of Silo Theatre Media Audiences

## JOB PURPOSE

The Artistic Director sets the artistic vision for Silo Theatre. They curate an annual programme of theatre for Aotearoa artists/practitioners and audiences, and develop new work from a unique Aotearoa perspective. The Artistic Director plays a leading creative role within Silo's productions, as well as supporting other creative leaders who collaborate with the company, to produce high quality experiences for audiences. Alongside the Executive Director, they lead the organisation, feeding into its strategic planning and ensuring its sustainability. They inspire and mentor Silo's team, engage with its supporters, and build relationships within and across the diverse arts ecosystem. The Artistic Director cares deeply about fostering a thriving arts community in Aotearoa.

## SKILLS & ATTRIBUTES

### Desired

- A strong vision for the future of the arts in Aotearoa and Silo's role within that.
- A leader within creative theatre-making practice (e.g. direction / dramaturgy / design / writing).
- Strong relationships within and across the Aotearoa arts community.
- A commitment to honouring Te Tiriti o Waitangi and an understanding of te ao Māori.
- Cultural competency with working in and alongside diverse communities, including: Moana Oceania, Queer/LGBTQIA+, People with Disabilities, and migrant and diaspora communities.
- An ability to maintain the artistic quality benchmark of Silo Theatre's work.
- A strong understanding of performing arts producing, management, and successfully balancing artistic and financial imperatives.
- An appreciation of the pivotal role that audiences play in the relevancy of theatre.
- Confidence in leading teams and facilitating processes.
- An open and enthusiastic approach to collaboration.
- A confident public speaker who is comfortable with being a media spokesperson.
- An ability to juggle multiple projects at once while also holding healthy personal/professional boundaries.
- Experience in working in self-directed and fast-paced environments.
- Excellent written and verbal communication skills.
- Competence with common computer programmes and project management tools.

### **Bonus But Not Essential**

- Have previously held a leadership position or programming role in an arts organisation.
- Knowledge of technical production processes and theatre design.
- An understanding of arts governance and reporting to a Board of Directors.
- Experience with writing funding applications and reporting.

## **AREAS OF RESPONSIBILITY**

### **Artistic Vision**

Programming	<ul style="list-style-type: none"><li>→ Develop long and short term artistic visions for Silo Theatre in response to company strategic goals and values and the evolving arts ecosystem.</li><li>→ Curate an annual programme of productions that aligns with the artistic vision.</li><li>→ Ensure the proposed annual programme adheres to the financial parameters set by the Executive Director.</li><li>→ Negotiate with and secure creative partners for artistic collaboration and co-production.</li><li>→ Identify and select key artists and practitioner roles within the programme.</li><li>→ Conduct ongoing research towards programming by attending local live performance events, reading scripts and meeting with potential collaborators.</li><li>→ Secure all relevant rights and licences needed to confirm the programme.</li><li>→ Provide a curatorial statement and summary of programming decisions for key internal and external stakeholders.</li></ul>
Development Programme	<ul style="list-style-type: none"><li>→ Identify and select work for commission and work in development towards future Silo Theatre programming.</li></ul>

	<ul style="list-style-type: none"> <li>→ Design and lead all programme activities required for Silo Theatre commissions and work in development.</li> <li>→ Design and lead artistic/professional development programmes in response to artistic community needs.</li> </ul>
Community Outreach Programming	<ul style="list-style-type: none"> <li>→ Programme community events to sit alongside Silo Theatre’s annual programme of productions in response to community/audience needs, and to encourage engagement with the programme and the company.</li> </ul>
<b>Programme Delivery</b>	
Annual Programme	<ul style="list-style-type: none"> <li>→ Support relationship management of co-presenters and co-producers within the programme.</li> <li>→ Support the Executive Director to select and secure venues and with related ongoing relationship management.</li> <li>→ Contribute towards design and delivery of launch of annual programme, including presenting at any launch events.</li> <li>→ Support the Executive Director to secure resources to implement the artistic vision and annual programme.</li> <li>→ Participate in 1 - 2 Silo Theatre productions annually as a creative practitioner (e.g. director, dramaturg, writer, designer) in consultation with the Executive Director and where appropriate.</li> <li>→ Complete required artistic reports for funders.</li> </ul>
Production Delivery	<ul style="list-style-type: none"> <li>→ Attend rehearsals, production week, development workshops, design/production meetings as needed to provide artistic feedback and guidance towards the delivery of a high quality production.</li> <li>→ Ensure all programmed artists and practitioners feel cared for and supported throughout the delivery of all Silo Theatre productions.</li> </ul>

	<ul style="list-style-type: none"> <li>→ Lead debrief process with artists and collaborators to encourage development of the company and the artists and practitioners involved.</li> <li>→ Negotiate with and contract independent contractors, including artists and practitioners.</li> </ul>
<b>Organisational Leadership &amp; Administration</b>	
Strategy and Leadership	<ul style="list-style-type: none"> <li>→ Support the Executive Director to review and implement the company's Strategic Plan - feeding into business planning and planning in other areas as required.</li> <li>→ Represent Silo Theatre at events involving media, sponsors, government and the arts industry as required.</li> </ul>
Marketing and Brand	<ul style="list-style-type: none"> <li>→ Ensure that Silo Theatre's brand and public image is maintained and enhanced, acting as a spokesperson for the company, and having influence as a creative leader and tastemaker within Aotearoa.</li> <li>→ Support the Executive Director and Marketing &amp; Partnerships Manager by providing ideas and opportunities to promote the Silo Theatre brand, annual programme and other artistic activities, including maximising box office revenue.</li> </ul>
Team Management and Culture	<ul style="list-style-type: none"> <li>→ Work alongside the Executive Director to manage Programme Manager's weekly deliverables and performance.</li> <li>→ Support the creation of a positive and collaborative team culture and set an example for other team members in work ethic, creativity and professionalism.</li> <li>→ Support the recruitment of new team members as required.</li> </ul>
Board reporting	<ul style="list-style-type: none"> <li>→ Present annual programme of productions to Silo Theatre Trust Board alongside Executive Director.</li> </ul>

	<ul style="list-style-type: none"> <li>→ Support the Executive Director in keeping the Board appropriately informed about significant issues relating to the arts ecosystem, Silo’s annual programme, Silo’s artistic vision and Silo’s overall strategy.</li> <li>→ Provide Board reports to the Executive Director and attend all required Board meetings.</li> </ul>
<p>General Administration:</p>	<ul style="list-style-type: none"> <li>→ Respond and communicate efficiently with internal and external relationships.</li> <li>→ Maintain up-to-date calendars and project management tools, and ensure all filing systems are well organised.</li> <li>→ Develop and improve organisational systems where needed.</li> </ul>
<p><b>Relationship Development</b></p>	
	<ul style="list-style-type: none"> <li>→ Support the Executive Director to maintain and develop relationships with key funders, sponsors, patrons and ticket buyers, and other key supporters.</li> <li>→ Work alongside the Executive Director and the Silo Theatre team to take a proactive role in the leadership and development of the theatre and performing arts industry, particularly in Tāmaki Makaurau - developing and maintaining productive relationships with other arts organisations, and creating an environment in which artists and practitioners can thrive.</li> </ul>