



**Acadiana Center
for the Arts**

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**Performing Arts Director
Advertisement**

AcA seeks a full-time Performing Arts Director to lead booking, production, and promotion of its year-round series of music, dance, theater presentations. Applications are due through the AcA's application portal by no later than March 24 at 11:59pm.

How to Apply: Applications must include a resume, cover letter, and three professional references in the performing arts field, submitted through the online application portal, [located here](#).

About Us: Founded in 1975, the Acadiana Center for the Arts ("AcA") is a community-supported regional arts council that fosters art and culture in South Louisiana. Rooted in a cultural community that has made its mark on the world through food, music, and art, AcA aims to ensure that this living culture flourishes for generations to come. AcA aims to bring equitable access to the arts through intensive residency work in schools and supports fair compensation of artists. On average, AcA serves over 300,000 people annually and provides fair compensation to 2,700 artists. AcA supports the creation of new works of art, exhibits, festivals, performances, and public art across an eight-parish region that includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion Parishes.

Equal Opportunity Employer: AcA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Position Description: See attached



Position Description

Job Title: Performing Arts Director

Reports to: Executive Director

The Performing Arts Director is responsible for the booking and successful staging of AcA's music, dance, and theater presentations and co-productions within AcA's 300-seat James Devin Moncus Theater and in other venues offsite, including in-school performances. This position is a department director, responsible for managing other people and building and following budgets.

Focus Area 1: Booking Performances

Success Statement: The Performing Arts Director ensures audiences receive an elevated arts experience through a variety of multidisciplinary performance series.

Performance Standard:

- a. Identify artists and companies to present during approximately 24 dates annually, across four distinct performance series.
- b. Propose project ideas with detailed budgets to the executive director and AcA performing arts committee.
- c. Engage directly with local artists and performance companies to ensure that AcA presents and co-produces programs that build capacity and bring awareness to artists based in Acadiana.
- d. Develop relationships with agents and presenting networks to establish AcA's venues as a regional touring destination for popular and traditional music.
- e. Collaborate with fundraising and marketing staff to facilitate easy access to artists.

Focus Area 2: Production Coordination

Success Statement: AcA presentations are world-class experiences, and audiences come away with a lasting impression of thoughtful artist interaction and seamless production quality.

Performance Standard:

- a. Actively and consistently communicate with artists, agents, and other key individuals to ensure AcA's high expectations are set and met.
- b. Lead detailed planning of all productions and oversee schedules for night of show to ensure AcA presentations are well organized, communicated, and executed.
- c. Serve as company manager and primary point of contact for artists during performances and residencies.
- d. Serve as direct contact to artists and agents while on-site to ensure hospitality needs are met and schedules are followed.

Focus Area 3: Collaboration Across Departments

Success Statement: AcA approaches artistic planning and collaboration with a thorough knowledge of its organizational resources, mission, and environment.

Performance Standard:

- a. Serve as the primary community ambassador for AcA's performance programs in the community, particularly as requested by the Community Development department.



- b. Select and book in-school educational performances and performance residencies in collaboration with the Arts in Education department, which serves schools across the 8-parish region.
- c. Serve as a co-curator for innovative and multidisciplinary projects with the Visual Arts Department.
- d. Assist with performance bookings and on-site management during special events and major fundraisers.

Focus Area 4: Workplace Relationships

Success Statement: AcA has a cohesive team that supports one another and the mission of the organization.

Performance Standard:

- a. Report to the Executive Director.
- b. Manage communications and task flow with producers, agents, and artists.
- c. Work with leadership to set and follow budgets for all programs.
- d. Prepare for and participate in regular staff meetings, committee meetings, and board meetings.
- e. Participate in meetings with leadership, as requested.
- f. Assist other staff members and board members, as appropriate.
- g. Assist with special projects, as appropriate.

Qualifications

- 1. Demonstrated experience managing talent booking and negotiating contacts is required.
- 2. Demonstrated experience managing live productions is required.
- 3. Bachelor's degree in performing arts, music, business, or other applicable field is preferred.
- 4. Demonstrated ability to create interpretive writing about performances is preferred.