

## JOB POSTING

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| Organization:   | The Haunted Basement  |
| Position:       | 2018 Production Director  |
| Reports to:     | Operations Director   |
| Works with:     | Facilities / Technical Director<br>Production Stage Manager             |
| Supervises:     | Production Performers<br>Production Designers<br>Production Technicians |
| Position Start: | April 2018  |
| Position End:   | November 2018   |

### About the Haunted Basement

Since its inception in 2006, The Haunted Basement has garnered a nationally-renowned reputation for its immersive spin on the traditional haunted attraction; blending artist-driven environments and psychological horrors with immersive theatre to vault beyond the usual tropes of vampires and chainsaws. Now entering its twelfth season, the non-profit performance company is expanding its mission of experimental and experiential theatre through the lens of terror. Learn more about the company at [HauntedBasement.org](http://HauntedBasement.org).

### About the Position

The Haunted Basement is seeking a creative and innovate director for the 2018 edition of its signature immersive horror performance art spectacle. Now in its twelfth year, and the second in its new home at 2010 E Hennepin, the company is seeking a visionary director with an all-encompassing eye towards creating a unified whole from a lot of moving parts; from assembling the cast to working with the designers and technicians to create an artistically amazing event.

Their duties include:

- Developing and implementing the overall concept for this year's production
- Working with the Administration Team to cast the production appropriately, as well as rehearsing and developing characters for the production with the actors and coaching as appropriate; from rehearsal through the run of the performances.
- Working with the Administration Team to hire the Basement environment design team and leading them in building a unified design that is on time and on budget. (While The Haunted Basement does have an in-house build team, it is also open to any outside hires.)
- Attend at least 50% of the performances of the run of the production; of which they must see the production at least once per week of the run.

- Provides creative support, oversight, and continued coaching during the run of the Production; including alerting the Administration Team on any disciplinary actions needed to take on any performers / technicians during the run of the Performance.
- Participates in production meetings and design meetings as needed.
- Contributes to production post mortems and volunteer appreciation efforts in November.
- Supports PR and Marketing efforts in relation to the production and the Haunted Basement in general, and be open to giving various interviews to outlets around the Cities as needed.
- Most importantly, maintains and fosters a community of acceptance and safety of everyone, regardless of age, race, gender, sexual preference, religion, immigration status, at all times and in all situations..

### Qualifications

- Demonstrated capacity to articulate a strong artistic aesthetic and overall vision that inspires others and supports the mission of The Haunted Basement.
- Background in horror, improv acting, performance art, large project collaboration, immersive performance, and leadership.
- Demonstrated leadership working collaboratively and respectfully with staff and board to achieve a positive, transparent workplace and progress toward meeting strategic objectives.
- A facility to express artistic intention in written and public forums.
- Demonstrated experience creating and working within budgets and organizational systems
- Ability and desire to engage productively with Haunted Basement's community and the Twin Cities cultural community as a whole
- Excellent written and verbal communication skills that demonstrate an ability to inspire and motivate others to action.
- Ability to establish a meaningful working partnership with the Operations Director and Production Manager, as well as the rest of the Haunted Basement staff.
- A clear commitment to and experience in increasing equity, diversity, and inclusion.
- An approach to leadership that relies on transparency, enthusiasm, teamwork and clear communication.
- A desire to Get Weird!

### Employment Details

#### Projected Production Calendar:

March 2018: Call for applicants  
 March 19, 2018: Applications due by 11:59pm  
 Early April 2018: Interviews  
 Mid-April 2018: Position Begins  
 May 2018: Designers Hired / Design Meetings begin  
 June 2018: Production Build begins  
 Late June 2018: Actor Auditions Begin  
 July 2018: Actor Training starts

Mid-August 2018: Rehearsals/Tech starts  
End of September 2018: Basement opens  
October 31, 2018: Last day of Production  
Early November 2018: Production Strike  
Mid-November 2018: Production Postmortem

Salary: \$5,000 in three installments

- First day of actor rehearsal (Mid August 2018)
- Opening Night (Late September 2018)
- Postmortem (Mid November 2018)

### Application Process

Interested applicants are asked to submit résumé, cover letter, potential vision for the project, and references in PDF format to [info@hauntedbasement.org](mailto:info@hauntedbasement.org) by March 19, 2018 at 11:59pm. Any questions may also be directed there.

The Haunted Basement is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. Priority will be given to people of color, immigrants, women, members of the LGBTQIA community, differently-abled bodies.