

Associate Casting Director Roundabout Theatre Company

Roundabout Theatre Company, one of the nation's largest not-for-profit theatres, seeks an Associate Casting Director.

This is some of what the Associate Casting Director will do:

- Work closely with creative teams and other key stakeholders to realize a shared artistic vision
- Organize, implement, and run all aspects of an audition process
- High volume communication with agents and managers to discern availabilities, confirm appointments, coordinate logistics, and make offers
- Read scripts, provide coverage, compose breakdowns, and generate lists
- Prep audition materials, conduct research and source video footage to educate stakeholders
- Film, upload and edit virtual auditions
- Regular correspondence with stakeholders to ensure open lines of communication and appropriate information sharing
- Attend performances, showcases and other industry events to identify new talent. Some nights and weekends required.
- Assist in maintaining project-specific and office-wide databases, calendars, and tracking systems
- Coordinate and confirm house seat requests
- Submit and track invoices

This is what the Associate Casting Director should know:

- At least 1-2 years of previous experience in a casting office or at an agency. Individuals with transferable industry experience are also encouraged to apply.
- Strong written and verbal communication skills
- Passionate and knowledgeable about theatre actors, directors and writers
- Extremely detail oriented, with excellent organizational skills
- Ability to effectively multi-task in a fast-paced environment
- Calm under pressure, with a good sense of humor
- Committed to dealing with sensitive and confidential information with integrity
- Effective problem solver and critical thinker, with the ability to anticipate changes and manage shifting priorities
- Team player who is comfortable working solo or in small groups
- Comfortable with technology. Basic skill level using Word, Excel, Google Docs/Sheets, Breakdown Express, Zoom, Microsoft Teams and Dropbox.

This person will work remotely until our administrative offices reopen later this year, at which time full time in-person work will resume. The salary range will be \$50k to \$60k annually, depending upon experience. This position provides all standard Roundabout benefits. The anticipated start date is June 1, 2021.

Please forward cover letter and resume to: jobs@roundabouttheatre.org – and use code ACD0221 in the subject line. No phone calls, please.

As part of our application process, we ask that candidates consider completing a survey. This is voluntary and survey information will be anonymous and kept separate from application materials. Click on the link below to access the survey.

<https://forms.office.com/Pages/ResponsePage.aspx?id=yOo5zlaKl0G5zD09qy09FCLEEvahQRhLq2cRPOFZgvFUMkpaTIU5WTdaROE1TTI0TUJWSUdXVTBDQy4u>

Roundabout Theatre Company celebrates the power of theatre by spotlighting classics from the past, cultivating new works of the present, and educating minds for the future.

Roundabout Theatre Company is an Equal Opportunity Employer. We want our employment community to be a representation of the diverse world we live in. As such, we strongly encourage people from underrepresented groups to apply, and we ensure that every candidate who applies for a position at Roundabout Theatre Company is treated equally and fairly without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, disability status and any other factor prohibited by law. We believe diversity in our teammates is paramount to our success as a not-for-profit theatre serving all communities in New York.

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