

Job Title: Associate Artistic Director

Organization: Buffalo Theatre Ensemble (BTE)

Location: Glen Ellyn, IL

Compensation: \$20,000-23,000 annually, 20–30 hours per week average(no benefits currently offered)

Application Deadline: July 24, 2026

Contact: Applications@BTEChicago.com

Position Overview:

Buffalo Theatre Ensemble (BTE), an Equity theatre company in residence at the McAninch Arts Center on the campus of the College of DuPage, is seeking a collaborative and mission-driven **Associate Artistic Director** to join its leadership team.

The Associate Artistic Director (AAD) works closely with the Managing Artistic Director (MAD) to develop and implement BTE's artistic vision and programming in alignment with the organization's mission, audience, performance space, and budget. This role is highly collaborative and touches all aspects of the organization, including production, marketing, education, community engagement, and administration.

The ideal candidate is a dynamic team player with strong communication skills, experience in theatre production and community engagement, and a desire to help grow and sustain BTE's impact as a vital cultural resource in the DuPage and greater Chicagoland areas.

Responsibilities

The AAD is responsible for BTE's marketing, education, and public outreach functions and collaborates with the MAD to conceive, develop and implement the artistic vision and programming of BTE in close collaboration with the Ensemble, staff leadership, and Board of Directors.

Please see a [detailed job description](#) for more detail, including Responsibilities and Desired Skills.

Qualifications:

- Experience in theatre production, directing, design, or performing
- Demonstrated success in collaboration and community-building
- Understanding of nonprofit arts administration, including marketing, outreach, and educational programming
- Diplomacy and conflict resolution skills, with a respectful and inclusive approach to internal and external partnerships
- Familiarity with Actors' Equity Association guidelines and DEIA principles
- Excellent written and verbal communication skills
- Comfort with social media platforms and basic web and digital tools

Desired Skills:

- Passion for storytelling and fostering empathy through theatre
- Creative, adaptable, and detail-oriented with a solutions-oriented mindset
- Interest in supporting a diverse range of voices and stories
- Familiarity with QuickBooks, Mailchimp, and basic marketing analytics tools is a plus

To Apply:

Please submit your resume, cover letter, and a brief statement of artistic interest and collaborative leadership philosophy to Applications@BTEChicago.com by July 24, 2026. All applications will be reviewed after the close of the application window. First round interviews will be scheduled in early August.

About Buffalo Theatre Ensemble:

Buffalo Theatre Ensemble (BTE) is a professional Equity theatre company in residence at the McAninch Arts Center (MAC) on the College of DuPage (COD) campus in Glen Ellyn, Illinois. Founded in 1986, BTE produces a three-show season and provides theatre arts experiences for students and community members through educational outreach, talkbacks, demonstrations, and master classes.

BTE's mission is to bring stories to life that connect our shared humanity and build bridges across divisions in our community. We believe in the power of storytelling to spark empathy, collaboration, and meaningful change. Learn more about us at BTEChicago.com