

Associate Producer

REPORTS TO: Artistic Director – Theater J

SALARY RANGE: \$52,000-\$54,000 (pending experience)

SUPERVISES: Freelance stage managers and assistant stage managers

STATEMENT OF JOB

The Associate Producer is a full-time member of Theater J's artistic staff who, under the guidance of the Artistic Director, works closely with the artistic and production staff members on all aspects of Theater J's mainstage and new play development activities. The successful candidate should have experience as a producer and be able to work on the artistic administration of contracting, budgeting, casting, and literary management. A successful candidate will have worked on new plays and new play development or have a willingness to learn. To perform the duties of this job, employees must be able to sit for extended periods of time (up to 2 hours). Employees must be comfortable using computers for scheduling software and Microsoft Office suite (including Outlook). The Associate Producer is a full-time exempt employee; the job varies between partial evening/weekend work (during the approximately 26 weeks a year while Theater J is in production) and primarily daytime work (during the remaining weeks).

JOB DUTIES

- **Collaborating with the Artistic Director on producing Theater J mainstage rehearsals, performances, new play development activities, and ancillary artistic programs.** Duties include communicating between artists and Theater J staff, setting up meetings, and monitoring budgets and expenses, handling petty cash requests, troubleshooting, reserving space for rehearsals and being the primary Covid supervisor. Supporting the activities of the Artistic Director as needed, including routine correspondence and tracking and recommending local actors, directors and designers. Under the guidance of the Artistic Director and in collaboration with the Outreach Coordinator, development and participation in some post-show conversations.

- **Serving as a member of the theater's artistic staff.** Duties include participating in artistic staff meetings as needed and covering productions, attending production meetings, technical rehearsals, tech meetings, dress rehearsals and previews as needed. If within the skills and interests of the candidate, they may create dramaturgical packets for rehearsals and/or audiences.
- **Contracting artists and stage management.** Duties include writing contracts and ensuring that they are signed and filed, collaborating with Managing Director to ensure payment and reimbursement of artists in a timely manner, and managing relationships with the theatrical unions.
- **Arranging travel and accommodation for artists.** Duties include arranging and reserving housing (home hospitality and hotels), managing a donated apartment, booking travel, and organizing local transportation and being responsive to artists questions as they arise.
- **Managing casting, auditions, and artist hiring.** Duties include scheduling auditions for actors and interviews for other artists, checking availabilities and interest, making offers to artists and agents, and negotiating on behalf of Theater J. Handling general casting inquiries and maintaining the casting files. Serving as casting liaison with outside casting directors (when an outside casting director is required) on mainstage productions and selected readings. Attending casting sessions and interviews as appropriate.
- **Overseeing literary management.** Duties include maintaining literary office correspondence; administrating Theater J's commissions and prizes, supervising script readers when needed. The Associate Producer is responsible for keeping the Literary Spreadsheet up-to-date and responding to submissions within a timely manner. The Associate Producer will schedule and coordinate with additional readers and will read and evaluate scripts when requested by the Artistic Director.
- **Creating calendars and liaising between Theater J and the EDCJCC.** Duties include the creation and maintenance of the theater's calendar, coordinating Theater J activities with EDCJCC facilities, security, and administrative staff, and scheduling rehearsal spaces and times.

To Apply: Send a resume and cover letter addressed to Hayley Finn to TheaterJobs@edcjcc.org.

In addition to the duties listed above, Theater J expects the following of each employee: adheres to EDCJCC policies and procedures outlined in the EDCJCC Employee Handbook; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates regular and consistent attendance and punctuality; participates in Theater J staff meetings, agency trainings and events as needed or required; and completes other duties as assigned.

About the Edlavitch DCJCC:

Guided by Jewish values and heritage, the Edlavitch DCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.