



ASSOCIATE PRODUCER, THEATER J

Employment Type: Full-time, year-round, salaried.

Location: Washington, DC, in-person or hybrid.

Salary: Beginning at \$55,000

About

The Edlavitch DCJCC (EDCJCC) is the Jewish community's address in our nation's capital. Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs. We welcome 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.

Theater J is a program of the EDCJCC. Theater J is a nationally renowned, professional theater that celebrates, explores, and struggles with the complexities and nuances of both the Jewish experience and the universal human condition. Theater J produces five or more productions each year in the EDCJCC's 236-seat Goldman Theater, commissions and develops new plays with artists from around the world, and provides theater educational programming for learners of all ages.

Position Overview

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 play submissions, and serve as the liaison with Actors Equity Union. A successful candidate will be highly organized, good at forecasting production challenges and managing multiple projects, and have an appreciation for artists, the development and production of new work and Theater J's mission.

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).

Responsibilities

- 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, monitoring budgets and expenses, handling petty cash requests, troubleshooting, reserving space for rehearsals and being the primary Covid supervisor. They will support the Artistic Director as needed, including routine correspondence, setting up artistic meetings, and tracking and recommending local actors, directors and designers.

- Serving as a member of the theater's artistic production staff. Duties include attending production meetings, dress rehearsals and previews as needed. This position works closely with the Artistic Director on curating the Creative Connections program (post-show conversations) and manages the administration of the program.
- 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, booking travel, 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. The Associate Producer is responsible for 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, and attending casting sessions and interviews as appropriate.
- Overseeing play submissions. Duties include maintaining literary office correspondence, administrating Theater J's playwright development programs, and 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 creating and maintaining the theater's calendar, coordinating Theater J activities with EDCJCC facilities, security, and administrative staff, and scheduling rehearsal spaces and times.

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.

Salary, Benefits, and Work Requirements

- Full-time, year-round, salaried.
- Competitive salary beginning at \$55,000.
- The Edlavitch DCJCC offers a comprehensive benefits package, including health insurance paid time off, a 401K, and transportation benefits.
- Access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs.

- This position can be fully in-person or hybrid. The EDCJCC requires staff to be in-person in the Washington, DC office a minimum of three (3) days a week.
- Occasional evening and weekend availability is essential.

To apply, send a resume and cover letter to theaterjobs@edcjcc.org.

Frequently cited statistics show that women and trans and nonbinary people, as well as other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. The EDCJCC encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application. The EDCJCC is an equal opportunity employer.