

ASSOCIATE PRODUCER

POSITION: Associate Producer

REPORTS TO: Artistic Director

SALARY RANGE: Starting at \$60,000

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 play submissions, and be knowledgeable on AEA union rules. 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).

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, monitoring budgets and expenses, troubleshooting, and reserving space for rehearsals. 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 the Production Manager and 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.