ASSOCIATE PRODUCER, ORLANDO

Summary
TheaterWorksUSA (TWUSA) is seeking candidates for a full-time seasonal (one year, with potential for renewal) position with responsibility for leading local producing duties related to several upcoming Orlando-based TWUSA touring productions. Since 1961 we have been a trailblazer in the not-for-profit theater industry with our repertoire of 141 literature—and history—based plays and musicals playing a leading role in the rise of theater for young audiences as an artform. We are proud to say that 100 million children, educators, and families have joined us at the theater to enjoy titles ranging from classics like CHARLOTTE'S WEB and FREEDOM TRAIN to contemporary favorites like DOG MAN: THE MUSICAL and THE LIGHTNING THIEF: THE PERCY JACKSON MUSICAL.

Duties and Responsibilities
This position reports to the General Manager. In association with the New York office, the Line Producer will be responsible for seeing TWUSA productions in the region through from pre-production to closing. Specific duties include but are not limited to the following:

- Ensure the execution of all local aspects of the physical production.
- Organize and monitor local auditions, rehearsal, and load-out process for productions originating in Orlando, FL.
- Attend run-throughs, note sessions, and local performances, (as needed) to identify and facilitate whatever support or engagement the production may need during the process to ensure success.
- Serve as a point of contact for personnel and technical issues that occur in touring shows in your assigned region.
- Schedule and lead all production meetings and follow up with appropriate staff regarding progress and needs.
- Manage project budget and ensure all productions are delivered within budget; track expenses, credit card reconciliations, and perform other financial administrative duties related to the productions originating in Orlando.
- Work with the Company Manager in identifying, confirming, and disseminating relevant travel and housing information to company and creative team.
- Liaise with artists and local production staff.
- Ensure that all local and state laws are followed.
- Manage local hires.
- Provide production support to the marketing, development, and education departments as necessary.
- Serve as the primary representative for TheaterWorksUSA in and around Orlando. Steward existing relationship and cultivate new relationships with venues, presenters, educators and funders.
• Ensure systems are in place to create a safe and positive experience for all, especially enacting, monitoring, and providing and relaying feedback on TWUSA’s policies to create a respectful workplace.

A successful candidate will be:
• Committed to an equitable and inclusive community
• Committed to open and honest communication and in possession of strong emotional intelligence; able to communicate through oral, written, and interpersonal means to build positive working relationships and influence outcomes in a constructive and professional manner
• A collaborative team member, empathetic listener, and solution-oriented problem solver.
• Experienced in an arts or cultural organization, preferably in a producing role, or similar.
• Able to communicate through oral, written, and interpersonal means, including the ability to build positive working relationships and influence outcomes in a constructive and professional manner
• Able to coordinate a variety of competing tasks simultaneously with a strong attention to detail.
• Able to work autonomously and contribute to a busy team environment, with a proactive approach to duties.
• Knowledge, interest, and passion for theater for young and family audiences.
• A licensed driver, comfortable traveling regionally, and available for nights and weekends as needed.
• Proficient in Excel, Word, and Teams.

Compensation and Location:
• Salary is $50,000. Compensation package includes 99% employer-paid health insurance, voluntary dental insurance, FSA transit/health/dependent accounts, and a total of 30 days of paid time off annually. Candidate should currently live in or around Orlando, Florida and be able to remain there for the duration of employment.

Application and Instructions:
• Please submit a resume and a statement that includes your approach to equity, diversity, and inclusion. EDI is an important part of TWUSA’s mission, and we ask you to share the ways you imagine bringing a commitment to EDI to your work. No “cover letters” necessary. While we ask that resumes be submitted in written form, we invite applicants to submit their application via a written statement, audio, or video recording - whatever form best suits your self-expression.
• Please submit your application with the subject line “Regional Line Producer - Orlando” to jobs@twusa.org. Applications will be reviewed on a rolling basis until the position is filled.
• TheaterWorksUSA serves a diverse, nationwide audience and strives to build a staff, board, and programming that reflects the diversity of our audience. We strongly
encourage candidates from communities that have been historically underrepresented to apply.

- TheaterWorksUSA is committed to creating a diverse and inclusive environment and is proud to be an equal employment opportunity employer. TheaterWorksUSA will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability including gender dysphoria and similar gender-related conditions, gender (including pregnancy), veteran or military status, actual or perceived sexual orientation, gender identity or expression (including status as a transgender individual), predisposing genetic characteristics, genetic information, marital status familial status, domestic violence victim status, or any other legally recognized protected basis under federal, state, or local laws.

- TheaterWorksUSA complies with applicable disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If reasonable accommodations are needed to participate in the job application or interview process or to perform essential job functions, please contact jobs@twusa.org or call 212.647.1100.