

ASSISTANT PRODUCER, NEW YORK

Summary

TheaterWorksUSA (TWUSA) is seeking candidates for a full-time position with responsibility for leading local producing duties related to several upcoming New York-based TWUSA 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 Production Manager and 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 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.
- Facilitate and assist in making offers, contracting, and onboarding production related personnel.
- Manage hotels, hospitality and per diem for companies. Identify, confirm, and disseminate relevant travel and housing (hotels) information to company and creative team.
- 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.
- Track expenses, credit card reconciliations, petty cash management, reimbursements, and perform other financial administrative duties related to the productions originating in New York.
- Manage union reports, payments, and reconciliations. Prepare and submit weekly timesheets and salary breakdowns for all actors and stage managers in accordance with our agreement with Actors’ Equity Association (AEA). Liaise with AEA, as directed.
- Liaise with artists and local production staff and assist in execution of local production.
- Provide Company Management support for actors and stage managers for all NYC-based productions, workshops, and readings.

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 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.
- Knowledgeable of, interested in, and passionate about theater for young and family audiences and the mission of TheaterWorksUSA.
- A licensed driver, comfortable traveling regionally, and available for nights and weekends as needed.
- Proficient in Microsoft Word, Excel, and Teams.

Compensation and Location:

- Salary is \$41,600. 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 New York, NY 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 "Assistant Producer – New York" 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.