



PERFORMANCE SPACE NEW YORK

HEAD PRODUCER

POSITION TITLE: Head Producer (Full Time/Exempt)

REPORTS TO: Artistic Director

SALARY: \$80,000 - \$85,000 + Health coverage + generous paid time off

The Head Producer at Performance Space New York oversees the organization's production team and manages the overall schedule, calendar, and program budget. With a birds-eye view of overall timelines, workflows, internal structures, and building protocols, the Head Producer leads all productions at the organization. Working closely with the Leadership Cohort, especially the Artistic Director and Associate Director, the Head Producer leads the development, production, and execution of every program at Performance Space New York with creativity and enthusiasm from inception to presentation. Programs include commissions, installations, community programming, work-in-progress presentations, recurring programs such as First Mondays and Open Movement, some rental events and co-presentations, and more. While technical proficiency is not required, a basic understanding of technical processes is necessary to guide the team and the production process. The Head Producer also manages the Artist Services Associate and Audience Services Manager to assist in the successful execution of programs.

RESPONSIBILITIES

Presence and Leadership:

- Be a regular presence in the office leading with responsibility and accountability.
- Be collaborative, open to new ideas, willing to embrace change, and capable of navigating uncertainties.
- Thoughtfully consider feedback from artists and internal/external stakeholders, and adjust workflow when needed.
- Balance the needs and vision of the artists with staff's needs with regular checking-ins and open conversations through all stages of a project.
- Attend and evaluate performances in NYC and elsewhere.

Project Oversight and Tracking:

- Oversee the assignment of roles and tasks for each production,
- Track progress of individual tasks, and ensure all deadlines are met and tasks completed using project timelines and production calendars as a guide. Assess whether schedules and calendars need adjustments throughout the process.
- Oversee institutional master calendar and collaborate with staff and leadership to ensure that programming conflicts are avoided or appropriate compromises are made keeping in mind organizational resources and staff bandwidth.
- Schedule and lead project meetings with prospective artists in conjunction with the Artistic Director

Budget Management:

- In conjunction with the Artistic Director and production team, manage programming budget, communicating progress and changes in a timely manner to the Artistic Director and direct reports.
- Manage individual project budgets and negotiate project terms prior to contract, in dialogue with the Artistic Director, Associate Director, and the Finance Department.

Line Production and Coordination:

- Oversee and coordinate all of the organization's producing and line production efforts managing the path each artist's project / event takes towards completion, including post-presentation follow-up.
- Schedule and lead onboarding and production meetings with confirmed artists, cross-communicating with all departments to ensure that all staff have needed information.
- Write, negotiate, and execute LOAs, Commissioning, and Presenting Agreements per project timeline.
- Request and track show-specific insurance, liability, workers comp, travelers and other permit requirements.
- Create and disseminate run of show documents and make start and end calls for programming.
- Hire and manage temporary programming staff as needed to fulfill show-specific line producing needs.
- Coordinate and manage all aspects relating to costumes and props for each project, including dressing room load-in and planning for load out/strike of dressing rooms so Production/ Facilities can restore them.
- Carefully consider creative, aesthetic, and dramaturgical details.
- Delegate tasks as necessary.

Artist Communication and Support:

- Oversee and support execution of standards of company management and hospitality across projects.
- Supervise Artist Services Associate who assists with production and company management tasks including orienting artists to the space with a welcome packet prior to load-in, greeting artists upon arrival, and facilitating introductions to the team.
- Monitor artist satisfaction and feedback in order to assess the team's communication and support, making changes if needed.
- Mediate communication with artists on behalf of other departments as needed and bring in colleagues directly when necessary.
- Support artists throughout their time at Performance Space New York and facilitating their introduction to the organization and first moments on-site.

Audience Services

- Facilitate front-of-house plans per specific show needs along with the Audience Services Manager.
- Facilitate artist comps and ticket requests.
- Support Audience Services Manager with front-of-house plans, ticket income projections, and ticket updates in advance of programs.

The ideal Candidate has the following qualifications:

- Experience working with creative professionals and artists and a deep interest in experimental live art.
- Extensive managerial or leadership experience working in interdisciplinary live art or event production, in particular, a background in either non-profit art organizations, performance institutions, movement-based organizations, or theaters.
- Creative thinking and problem-solving skills, with an incredible ability to analyze problems and provide innovative solutions.
- Is creative, ambitious, and willing to take initiative.
- Excellent management, communication, and interpersonal skills and a willingness to be a team player.
- Has experience in fast-paced office environments, possessing the ability to take direction and work independently while also collaborating with a small team.
- Openness and sensitivity to different backgrounds, ways of working, and experiences within theater, dance, performance, live events, and multidisciplinary live art.
- An exceptional ability to multitask, and keep files, information, details and production teams organized.
- Flexible availability, including some nights and weekends.
- Familiarity with Microsoft Suite, Google Workspace, Adobe, and Zoom.
- Basic familiarity with various technical methodologies and equipment.

General Details

- Full-time, exempt position, in-person and onsite.
- \$80,000 - \$85,000 annual salary, paid biweekly.
- Benefits, including basic health coverage and generous paid time off.
- Ideal start date: December 2024.

Performance Space New York is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization; including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Performance Space New York makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our policy online at <https://performancespacenewyork.org/about/careers/>.

To apply, please send a resume, cover letter, and at least two references to jobs@performancespacenewyork.org with Head Producer in the subject line by November 24, 2024. No phone calls please.

PERFORMANCE SPACE NEW YORK
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