



425 Lafayette Street  
New York, NY 10003

## Assistant Line Producer

The Public Theater is seeking an Assistant Line Producer who will report to the Associate Producer and provide overall administrative and operational support to the organization's fast-paced Producing office.

### Responsibilities:

- **Assist the Line Producers on Delacorte/main stage productions, other programs and projects as assigned**
  - Coordinate meetings, special projects, events, and other ancillary events as needed relating to mainstage productions and other programming
  - As needed, cover production meetings, rehearsals, and preview performances and report back to Associate Producer, Line Producer, and Associate Artistic & Artistic Director as necessary.
  - Coordinate The Public's extensive volunteer base, alerting people of opportunities, communicating relevant details, and overseeing scheduling
  - Copy-editing press releases, marketing materials, and Playbill programs
  - Facilitate internal interdepartmental communication around productions
- **Assist the Line Producers on assigned programs including but not limited to Public Studio, Mobile Shakespeare Unit sit down performances, the Public Works pageants**
- **Assist on all readings and development**
  - Work with the Line Producers to support creative teams through readings and large-scale development of new work
  - Coordinate the printing of scripts
  - Manage invitation and rsvps to readings and development presentations
  - Serve as a point person to stage managers for all readings and development.
  - Support in leading the Readings and Development Team, disseminating important information, strategizing around complex problems, and managing logistics for each project
- **Line Produce various smaller-scale ancillary projects including but not limited to Watch Me Work and one-off events or programming**
- **As a member of the Artistic Staff, cover external performances, scout artists in the field, and participate in internal artistic meetings, delivering opinions and recommendations.**

### Requirements:

**Communicating and Influencing:** The ability to effectively communicate and influence others to move projects forward and achieve institutional & artistic goals

**Building Collaborative Relationships:** Develop, maintain, and strengthen partnerships with others inside and outside the organization

**Diagnostic Information Gathering:** The ability to identify information needed to clarify a situation, seek out that information from the appropriate sources, and apply it

**Results Orientation:** The ability to break down a desired result into deliverable goals and to focus effort on meeting or exceeding them

**Fostering Innovation:** The ability to develop, collaborate on, and introduce new and improved methods, products, procedures, or technologies

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position, according to the Fair Labor Standards Act and available immediately.

Please submit cover letter and resume to [jobs@publictheater.org](mailto:jobs@publictheater.org).