

## Associate Line Producer

The Public Theater is seeking an **Associate Line Producer** to join the Producing Department. As the Associate Line Producer, you provide overall administrative and operational support to the organization's fast-paced Producing Department. This role reports to the Director of Producing.

### **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.
- Cover production meetings, rehearsals, and preview performances as needed. Provide feedback and updates to Director of Producing, Line Producer, and Associate Artistic & Artistic Director as necessary
- Coordinate The Public's extensive volunteer base, including alerting people of opportunities, communicating relevant details, and overseeing scheduling
- Manage the copy and editing process of press releases, marketing materials, and Playbill programs
- Facilitate internal interdepartmental communication around productions
- Support the Public Works pageant and Under the Radar Festival as necessary
- Line Produce assigned program activity and special projects including but is not limited to, Public Lab, Mobile Unit sit-down performances, presented works, Public Theater Working Group presentations, Readings and Developments, Watch Me Work, and one-off events and programming
- Partner with the Line Producers to support creative teams through readings and large-scale development of new work
- Coordinate the printing of scripts, when necessary
- 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
- 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

**Salary Range:**

*Starting salary is \$50,000.* Please submit your resume to [jobs@publictheater.org](mailto:jobs@publictheater.org).

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

**COVID-19 and Vaccination Policy:**

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater Production Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

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.