

The Public Theater is seeking a **Line Producer** to join the Producing Department. As the Line Producer, you will work with the Director of Producing on mainstage and Delacorte productions as needed and on special programs and projects as assigned. You will collaborate with multiple roles and departments in service of a collaborative and communicative process. This process includes ensuring the artists have the resources they need and productions are delivered on time and within the allotted budget. The Line Producer reports directly to the Director of Producing.

## Essential Responsibilities:

- Serve as Line Producer on mainstage and Delacorte productions
- Serve as Line Producer on assigned programs, including but not limited to the Mobile Unit, Public Lab, and large-scale developments
- Act as a liaison between artists and internal departments such as Marketing, Development, General Management, etc.
- Facilitate attendance of Artistic Director, Associate Artistic Directors, and other artistic staff at rehearsals, technical rehearsals, and performances
- Collaborate with Production Manager and Company Manager to provide support to production and artists
- Facilitate artistic relationships as needed for special events with Development and Marketing
- Communicate with necessary artistic leadership regarding production needs and issues as they come up throughout the rehearsal, preview, and performance periods
- Copy, edit, and approve programs, press releases, and marketing materials on behalf of the producing department
- Under the guidance of the Director of Producing, work on a team with other Line Producers, Associate Line Producers, and Assistant Line Producers to codify and improve best producing practices
- Coordinate creative team meetings, design presentations, marketing/press meetings, and artwork presentations
- Attend production meetings, technical rehearsals, and performances and report back to Director of Producing, Line Producer, Artistic Director, and Associate Artistic Directors as appropriate
- As a member of the Artistic Staff, cover external performances and scout artists in the field and report back with opinions and recommendations
- Collaborate with pertinent Cultural Transformation Committee and leaders of the initiative to support the integration of The Public's anti-racism efforts in each unique production
- Support the process of identifying artistic collaborators on projects

## Competencies & Skills

- **Communicating and Influencing:** The ability to effectively communicate and influence others to develop strong work relationships and achieve goals.
- **Managing Change:** Adept at planning and prioritizing work to meet commitments aligned with organizational
- **Building Collaborative Relationships:** Effective at building formal and informal networks inside and outside the organization to further departmental and institutional goals.
- **Diagnostic Information Gathering:** Possesses ability to analyze and draw conclusions from information received and is able to convey the information to others.
- **Result Orientation:** Accomplish desired results in a manner that maximizes the use of time and resources.
- **Delegation:** The ability to work closely with an assistant, manage workload, communicate clearly and effectively about expectations, and needs.
- **Defining Scope:** The ability to develop and articulate project parameters with information from various departments; support the realization of a project within the defined parameters and communicate the impact of changes to scope.

- Anticipatory problem solving: The ability to collaborate with the rest of the show team to make recommendations to leadership to get ahead of any issues that may arise.

**Salary Range:**

*Starting salary is \$72,000.* This is an exempt position, according to the Fair Labor Standards Act. Position is available immediately. To apply, please send your resume to **jobs@publictheater.org**.

**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.