

Part Time Temporary Line Producer

Summary

The Play Company, an Obie award winning Off Broadway theatre producing in New York City, seeks an experienced, organized Line Producer to manage and coordinate producing aspects of our Spring 2022 production of *Will You Come With Me* by Ebru Nihan Celkan.

PlayCo is committed to diversity, equity, inclusion, and social justice in all areas of our work: on our stage, in our audiences, in our rehearsal rooms, on our staff, and within our leadership. We strongly encourage candidates of color and from communities under-represented in the theatre field to apply.

The 3 pillars of our mission: empowering artists to generate a dynamic, uniquely global program of adventurous work that innovates and celebrates the power of live theatre; pro-actively and meaningfully inviting our NYC community to engage in this artistic work; providing affordable access to ensure that our theatre is available to all. The Play Company commissions, develops and produces new plays, from the U.S. and around the world, to create contemporary theatre that reflects and responds to both our New York City home and today's interconnected world. We support ambition and experimentation in both form and content. We champion new and marginalized voices to expand the repertoire of artists represented on U.S. stages. We commit to affordable access and collaborative community engagement, welcoming inclusive audiences to join us in exploring the meaning of our time through live theatre experiences.

Reporting to the Founding Producer and Managing Director, the Line Producer is a key member of the producing team, helping to ensure that PlayCo is a safe, respectful and joyful creative workplace, and keeping all production and producing elements organized and on schedule. Working closely with leadership and PlayCo staff, the Line Producer will oversee key production personnel, ensure work practices align with PlayCo's values, facilitate clear and timely communications among team members, and collaborate with the artistic team to support and achieve their creative goals for the Play. The Line Producer is a theatre or entertainment professional with demonstrated experience in producing theatre shows or performance events.

Responsibilities

- In close collaboration with leadership, hire, on-board, and oversee Production Manager, Production Stage Manager (PSM), and Company & House Manager (CHM).
- Manage production budget in collaboration with the Managing Director including, without limitation, maintaining regular updates from production, stage, and house management, managing the AEA overtime budget, managing and reconciling artistic/production advances, working with general management staff to ensure expense reports, receipts, and invoices are submitted in a timely manner.
- Identify and confirm spaces needed for production including rehearsal, casting, and meeting spaces. This includes negotiating agreements with venues and ensuring the terms of any agreements are met. The performance venue will be negotiated and confirmed by the Managing Director, and the Line Producer will be responsible for ensuring PlayCo's performance venue obligations are met.
- Collaborate with Production Manager, PSM, and CHM to facilitate open and clear communications, establish and maintain project deadlines, and provide general support to production and artists as needed.
- Work closely with artistic and production staff to ensure scheduling, compensation, and work practices align with PlayCo's values, Code of Conduct, and any union obligations of producers.
- Coordinate creative team meetings and design presentations.
- Attend production meetings, technical rehearsals, performances, and weekly staff meetings to report back to leadership and staff as needed.

- Communicate and troubleshoot with leadership and PlayCo staff in a timely fashion regarding production needs and issues as they come up throughout the pre-production, rehearsal, preview and performance period.
- Work with the Production Manager to create and implement a maintenance plan during performances.
- Schedule and facilitate attendance of staff, designers, or other production personnel at rehearsals, technical rehearsals, and performances. This includes ensuring enough seats are on hold for the artistic team and staff during previews.
- Support Associate Director of Programming & Communications, Artistic Associate, and Community Engagement Associate by coordinating logistics with artists and venues around Idea Lab events, community engagement events, and marketing events such as photo call, B-Roll, etc.
- Review programs, press releases and marketing materials, and coordinate approvals with the artistic and production teams as needed.
- Coordinate travel for out of town artists as necessary.
- In collaboration with the Managing Director, create and implement a COVID Safety plan for production.

Requirements

- Demonstrated, action-based commitment to Anti-Racism, Anti-Bigotry, Equity, Inclusion, and Social Justice in professional practice and a high level of cultural competency.
- Strong commitment to process-based work and a positive, joyful workplace.
- Demonstrated experience in
 - Producing full scale productions or large scale performance events
 - Budget management for productions or events
 - Managing production or events personnel
 - Collaborating with artists
 - Negotiating contracts and managing fulfillment of contract terms
- Strong organizational skills and ability to multitask.
- Excellent problem solving abilities that center collaboration and open communications.
- Excellent communication skills.
- Keen sense of humor.

Compensation & Schedule

The Line Producer is a part time, temporary employee with a salary of \$13,000 over the course of production. Below is a projected schedule of the Line Producer's time, however this schedule may evolve based on the needs of production.

ON-BOARDING: Meeting the staff/team, orientation to play, production budget, and next steps on planning.

- Dec 13, 2021 - December 22, 2021 (8 hours total): \$200

PRE-PRODUCTION PLANNING: Creative team meetings, production meetings, hiring staff, securing space, and coordinating pre-production logistics

- January 3, 2022 - Feb 25, 2022 (8 weeks at 20 hours per week): \$460/Week

PREP/REHEARSALS/LOAD IN: Production meetings, load in and venue preparations, rehearsal support, and general producing support.

- February 28, 2022 - April 22, 2022 (8 Weeks at 25 hours per week): \$575/Week

TECH/PREVIEW/OPENING: Attending technical rehearsals, previews, opening, budget reporting, and general producing support.

- April 25, 2022 - May 15, 2022 (3 weeks, Full Time) \$1,125/Week

PERFORMANCES/CLOSING/LOAD OUT: Maintenance, general producing support, final budget reporting and expense reconciliations, and other close out.

- May 16, 2022 - June 13, 2022* (4 weeks at 12 hours per week) \$286.25/Week

*Potential Extension Possible for an additional \$350 (15 hours); pushes end date to June 20, 2022

The Line Producer and Managing Director will work in good faith to revise this schedule and salary if necessary as production needs become clear. The Line Producer will receive an hourly rate of \$23 whenever their hours exceed the mutually agreed upon schedule EXCEPT for the period beginning April 25, 2022 and ending May 15, 2022. The Line Producer will be expected to commit to PlayCo full time (40+ hours) including evenings and weekends during these weeks, and they will be exempt from overtime wages during the full time period.

COVID SAFETY INFORMATION

PlayCo prioritizes the health, safety, and well being of all team members. At minimum, we comply with all CDC guidelines and recommendations, and we may elect/implement additional safety measures as needed. All practices, policies, and procedures will be monitored and adjusted accordingly when appropriate.

This production will be produced under an AEA contract that requires a fully vaccinated workplace, and medical/religious exemptions will place an undue burden on our ability to produce this production. The line producer will be in regular contact with AEA members and therefore all applicants must be fully vaccinated.

All team members will be tested for COVID on a regular basis or as directed, wear PPE properly when appropriate, and maintain responsible social behaviors for the duration of employment. Examples of responsible social behaviors include, without limitation, avoiding crowded unvaccinated events when possible, wearing masks indoors or in crowded environments, communicating potential or confirmed exposures to team members, and staying home when experiencing any symptom(s) associated with COVID or other contagious illness.

Whereas some aspects of this position can be done remotely in pre production, all applicants should have residency in the NYC metro area for the duration of employment.

APPLICATION PROCESS:

The application process will be managed by Managing Director, Rob Bradshaw and Founding Producer, Kate Loewald. We will begin reviewing applications immediately on a rolling basis until the position is filled. Our goal is to invite selected candidates to interview with Kate and Rob between December 2, 2021 and December 9, 2021, with the possibility of a second interview as needed. Please visit our website [here](#) and click "Work With Us" for updates on the status and timeline of the hiring process.

Interested applicants should email a cover letter and resume to jobs@playco.org.