

Producing Associate

- DEPARTMENT:** Artistic
- CLASSIFICATION:** This is a full-time, exempt position, eligible for a full array of benefits including health insurance and 403(b) retirement plan
- REPORTS TO:** Producing Director
- HOW TO APPLY:** Submit a cover letter and resume to resumes@ljp.org by November 30, 2019

JOB DESCRIPTION

The Producing Associate is responsible for line producing readings, workshops and special programs for the institution, including the annual DNA New Works Series and the biennial Without Walls Festival. This position will be an integral member of the Playhouse's Artistic staff and will have a hand in overseeing the department's budget and interns as well as collaborating on the season planning process. The Producing Associate will also assist the Producing Director in producing the organization's subscription season.

La Jolla Playhouse is a passion-led, artist-driven regional theatre known for developing and premiering new plays and musicals, many of which have gone on to productions across the country and around the world. With an eye towards being "the new and next" in American theatre, we commission, develop and produce highly diverse works, both in terms of form and content. Our Artistic Department is an energetic, highly-collaborative place to work, guided by our mission to be "a safe harbor for the unsafe and surprising."

ESSENTIAL JOB DUTIES

Producing:

- Line produce all readings and workshops (including the annual DNA New Works Series).
 - Develop, maintain and reconcile all budgets.
 - Serve as point person for the creative team.
 - Oversee space rentals and logistical needs.
 - Handle all necessary paperwork, etc.
- Oversee casting process for all readings, workshops and subscription season shows with Artistic Programs Manager/Local Casting Director.
 - Track casting budgets.
 - Manage casting timeline and timeframes for season shows and developmental work.
- Line produce the Without Walls Festival and stand-alone Without Walls projects.
 - Develop, maintain and reconcile festival budget with the production department.
 - Serve as main artistic point of contact for all festival artists.
 - Track timeline for programming and execution of festival.

Artistic Administration:

- Track department budget and resolve any discrepancies.
- Manage the hiring and oversight of Artistic interns.
- Read, evaluate and report on scripts.
- Collaborate on the season planning process as a member of the artistic team.
- Maintain La Jolla Playhouse production history records and script archives.
- Serve as a spokesperson for the artistic team internally and externally on artistic matters, at the direction of the Artistic Director, Producing Director and Director of Artistic Development.
- Travel to scout shows for the organization at festivals, conferences, etc.

ADDITIONAL JOB DUTIES

- Work collaboratively across departments and with creative teams.
- Attend San Diego shows and represent the Playhouse to the San Diego theatre community.
- Order department supplies and parking passes.
- Work with Director of Artistic Development and Grant Manager to create artistic information for grant letters and proposals.
- Reconcile credit card statements for key staff in the Artistic Department.
- Attend opening nights, dress rehearsals, Galas and other LJP events.
- Complete other duties as assigned.

REQUIREMENTS & PROFICIENCIES

- A keen eye for artistic talent and potential.
- Ability to effectively communicate, both orally and in writing, and to work with all levels of constituents while operating in a fast-paced, proactive environment.
- Ability to maintain highly confidential information and use excellent judgement on a variety of sensitive subjects.
- Ability to remain flexible and professional at all times.
- Self-motivated work ethic, ability to follow up/follow through, multi-task, adapt to rapidly changing conditions and thrive under pressure. A self-starter.
- Detail oriented with excellent organizational skills.
- High degree of creativity, initiative and resourcefulness.
- Awareness and understanding of the professional theatre landscape, including new work and contemporary performance.
- Familiarity with the LORT/AEA agreements.
- Experience supervising staff or interns is a plus.

EDUCATION, WORK EXPERIENCE AND SKILLS

- 4-year college degree and 2-5 years' experience in theatre, or equivalent combination of education and experience.
- Proficient with Microsoft Office including Outlook, Word and Excel.
- Knowledgeable with PowerPoint and Final Draft desired.
- Budgeting experience is required.

SUPERVISOR DUTIES

Interview, select and supervise Artistic/Literary Interns.

INCLUSIVE STATEMENT

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.



EMPLOYMENT OPPORTUNITIES

NON-DISCRIMINATION STATEMENT

The La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.