



Producing Manager

Position Description, June 2021

MISSION:

CounterPulse provides space and resources for emerging artists and cultural innovators, serving as an incubator for the creation of socially relevant, community-based art and culture. CounterPulse acts as a catalyst for art and action; creating a forum for the open exchange of art and ideas, sparking transformation in our communities and our society. We work towards a world that celebrates diversity of race, class, cultural heritage, artistic expression, ability, gender identity & sexual orientation.

ABOUT COUNTERPULSE AND THIS POSITION:

CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. We host over 300 public events each year, ranging from dance, theater and music performances to gallery openings and all night dance parties. For more information about CounterPulse, please visit www.counterpulse.org.

This senior leadership position works in close partnership with the Artistic & Executive Director (AED) on the ongoing visioning, development, and execution for all of CounterPulse's programs. The Producing Manager (PM) is the lead producer for CounterPulse's acclaimed season of events, overseeing the program and technical theater team to achieve the highest quality in production execution. The PD facilitates the curatorial processes for our seasons, engaging the full CounterPulse staff and guest curators. In close partnership with the AED and other development staff the PD collaborates on program development, including program design and evaluation, and fundraising events. This position reports to the Artistic & Executive Director and supervises the Technical Director.

ABOUT YOU:

You're enthusiastic about the arts and have a vision for the change you want to see in the world. As a hybrid visionary and detail-oriented taskmaster you can't help but dream big and then build timelines and checklists. With ease you balance overlapping project threads and upkeep multiplicitous relationships. Building and maintaining relationships with all walks of people comes naturally. You're a salesperson of sorts and a notably warm host.

*As the CounterPulse **Producing Manager** you leverage the resources of CounterPulse to best serve our artist communities and advance the technical execution of our programs, and engage the community with our growing work. By ensuring that CounterPulse's programs are effectively implemented you help make the world a more hospitable place for arts and culture—and that matters a lot to you!*

Position open until filled.

SCOPE AND NATURE OF WORK:

PROGRAM

- Oversee the day-to-day management of CounterPulse's suite of programs.
 - Serve as lead producer overseeing Presenting cohort on the execution of all public productions and performances.
 - Oversee client relationships with artists/producers working through our programs.
 - Dynamically develop and manage departmental and project budgets.
- Provide leadership in artist scouting and engagement, and facilitate curatorial processes.
- Work in partnership with AED to design and implement innovative new programs in response to changing cultural, funding, and community landscapes.
- Collaborate with Director of Communications & Advancement to formulate engagement opportunities.
- Oversee the annual evaluation of programs, and strategize opportunities and development program models accordingly.
- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events.
- Work with the AED and full staff on an annual basis to shape the framework, goals and priorities program areas.
- Work with the AED and MD the development and implementation of CounterPulse's growing annual budget for programs. Employ creative and analytical skills to identify new cost savings and earned income opportunities in all program areas. Monitor select project budget performance and recommend proactive adjustments as needed.

PRODUCING

- Bring a creative eye to problem-solving design issues
- Attend production meetings, works in progress, tech week activities and show
- Coordinate Presenting, Communications and Development Staff to timeline and calendar production
- Approve all copy for postcards, collateral, press release, and print programs; consult on distribution and targeting
- Schedule Production Meetings, prepare and circulate meeting agendas
- Prepare artists contracts and artists orientation packets, facilitate contract signing and orientation

GENERAL

- Oversee innovative and efficient administrative systems and operations for all programs.
- Work with staff to collect comprehensive, meaningful, and accurate information about our programs and constituencies.
- Participate in collectively-shared facility upkeep tasks and office duties.

QUALIFICATIONS:

- Passion for the arts and social justice
- At least three years of experience with producing stage-based work
- Experience with artistic curation and knowledge of Bay Area performing arts
- Extraordinary organizational ability; dedication to precision and attention to detail
- Excellent time management skills; ability to work gracefully under pressure/deadline while attending to multiple responsibilities and intricate details
- Excellent verbal and written communication skills with staff, artists, and a diverse public
- Ability to work collaboratively, maintaining a sense of humor in unexpected situations
- Proficiency with Microsoft Office, Google Suite, Salesforce, Excel

WORKING AT COUNTERPULSE:

Joining the CounterPulse team means joining a group of incredibly smart and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. As a new staff member, you will have the chance to participate in meaningful conversations about the future of our organization, the impact we can have in our community, and the role of art in society. You will participate in selecting artists and envisioning our programming. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Part time to full time; 25 - 40 hours per week depending on availability; \$35,000 - \$60,000 salary depending on hours and experience
- Ideal start date: July 15, 2021
- A typical work week includes office hours Monday-Friday 10-6pm with flexible work from home options, evening events as scheduled/safe; for part time schedule is negotiable
- 100% Health and Dental Benefits; pre-tax Commuter Check; Free admission to events at CounterPulse and other Bay Area theaters; 10 hours/month free rehearsal space
- Generous holiday, vacation & sick leave policy
- Ongoing training, networking and professional development opportunities

EQUAL OPPORTUNITY EMPLOYER

CounterPulse fosters a creative and professional environment that reflects the diversity of the Bay Area. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.

HOW TO APPLY:

Email the following documents to openings@counterpulse.org:

- 1) Cover letter addressing why you want to work at CounterPulse, and how your prior experience is uniquely relevant to this position.
- 2) Resume
- 3) Two professional references

Subject line should read: "ATTN: Julie Phelps, (Your Last Name) PM App"

Position open until filled. Apply by June 30 for priority review.