



# Producing Director

Position Description, July 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](http://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 Director (PD) 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. In close partnership with the AED and other development staff the PD collaborates on program development, including program design and evaluation, grant writing and earned income strategies, and strategic partnerships. This position reports to the Artistic & Executive Director and supervises the Program Manager, Technical Director and Associate Director of Neighborhood Arts.*

## **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. You're a strong writer with a persuasive and succinct style, a salesperson of sorts and a warm host to boot.*

*As the CounterPulse **Producing Director (PD)** 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 both well resourced and effectively implemented you help make the world a more hospitable place for arts and culture—and that matters a lot to you!*

## **SCOPE AND NATURE OF WORK:**

### *PROGRAM*

- Oversee the day-to-day management of CounterPulse's suite of programs.
  - Serve as lead producer overseeing the 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 input on 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 Communications & Engagement Manager 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 on the implementation of CounterPulse's growing annual budget for programs. Monitor select project budget performance and recommend proactive adjustments as needed.

### *PRODUCING*

- Bring a creative eye to problem-solving design issues
- Schedule and lead production meetings, works in progress, tech week activities and shows as needed or staff these activities with an appropriate team
- Coordinate Presenting, Communications and Development Staff to timeline and calendar productions
- Approve all copy for postcards, collateral, press release, and print programs; consult on distribution and targeting
- Prepare artists contracts and artists orientation packets, facilitate contract signing and orientation

### *DEVELOPMENT & STRATEGY*

- Work to leverage individual programs and projects to jointly serve the development and marketing goals of the organization as a whole.
- Strategize program models to generate new earned income streams and/or align with the requirements of secured funding
- Work with Development Manager to oversee select grant writing and reporting for programs with a focus on renewal of existing funding for current programs.
- Employ creative and analytical skills to identify new income/funding opportunities and cost savings in all program areas.

## **GENERAL**

- Oversee innovative and efficient administrative systems and operations for all programs.
- Facilitate communication/collaboration between staff and their respective program areas.
- Work with staff to collect comprehensive, meaningful, and accurate information about our programs and constituencies.
- Serve as director supervisor of Program Manager, Technical Director and Associate Director of Neighborhood Arts.
- Participate in collectively-shared facility upkeep and office duties.

## **QUALIFICATIONS:**

- Passion for the arts and social justice
- Extensive experience with producing stage-based work
- Experience with artistic curation and knowledge of Bay Area performing arts
- Experience in grant writing and familiarity with Bay Area arts funders
- 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; experience with Patron Manager a plus

## **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:

- Full time exempt position; \$65,000 - \$70,000 salary depending on hours and experience
- Ideal start date: July 26, 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 TO COUNTERPULSE** (read carefully):

**Email the following documents to [openings@counterpulse.org](mailto: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) Link to website or portfolio that demonstrates your work as a creative producer, if available
- 4) Two professional references

**Email Subject line should read:** “ATTN: Julie Phelps, (Your Last Name) PD App”

**Position open until filled: Apply by July 12 for priority review.**