



# Presenting Associate

Position Description, July 2023

## **ABOUT COUNTERPULSE:**

CounterPulse is a dynamic movement of experimental art that sparks personal transformation and builds enduring community. We provide 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, and sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

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 film screenings. For more information about CounterPulse, please visit [www.counterpulse.org](http://www.counterpulse.org).

## **ABOUT YOU AND THIS POSITION:**

You're enthusiastic about the arts and eager to learn about supporting artistic communities. You are a creative and innovative thinker who is always looking to try new things and meet new people. You respond to every email, you're a whiz with a spreadsheet, you can quickly learn new technology, and you have a knack for creative problem solving.

The Presenting Associate (PA) assists in the production of CounterPulse's acclaimed seasons of events, supporting the program and technical theater team to implement our programs in support of our artist communities.

This position reports to the Producing & Technical Director and works closely with members of the Presenting Cohort on the ongoing administration and execution for all of CounterPulse's programs.

## **DETAILS:**

This is a 1-year position lasting from August 2023 through July 2024 with possibility for extension. This position is part-time, non-exempt, 25 hours/week at \$25/hr.

## **MAJOR RESPONSIBILITIES:**

### *PROGRAMS*

- Assist with the day-to-day administration of CounterPulse suite of programs
  - Maintain comprehensive program files, workbooks, and templates
  - Schedule and book studio and theater space
  - Generate agendas for and schedule/attend production meetings
- Oversee listing information submission deadlines, create event pages for website, and manage Salesforce and Square ticketing systems
- Coordinate volunteers for all CounterPulse productions and special events
- Assist with production of public events and special events as needed, including supporting with technical production (training/mentorship in this area will be offered)

### *FRONT OF HOUSE*

- Work in collaboration with House Managers to facilitate front of house operations for all public presentations, including space/facilities reset and readiness, staffing, concessions inventory, covid-19 protocols, and accessibility
- Serve as a House Manager as scheduled for select events
- Collaborate with Presenting cohort to generate and distribute post-show reports including front of house reconciliation, cash handling, production reports, concession sales, door lists, and audience demographic survey reports
- Field questions from audiences and artists regarding their online ticketing, reservation, and accessibility needs

### *GENERAL*

- Participate in weekly staff and program meetings, seasonal planning meetings, and the Presenting cohort to take meeting notes
- Participate in collectively-shared facility upkeep tasks and office duties
- Represent CounterPulse and its innovative practices to the larger community at select meetings, conferences, and events

## **QUALIFICATIONS:**

- Contagious passion for the performing arts and social justice, and a belief in art's ability to transform communities. General knowledge of Bay Area performing arts is a plus
- Experience with Google Suite, Wordpress, Instagram; experience with Mailchimp, Adobe Suite, Square, and Salesforce a plus
- Excellent written and verbal communication skills; ability to communicate clearly and respectfully with a diverse public in person, over the phone, on Zoom, and via email
- Experience with administrative projects, involving complex timelines & deliverables
- Experience in a theater or with events preferred
- Ability to work gracefully under pressure while attending to multiple responsibilities and intricate details. Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations

- Fluent in English; conversational skills in other languages are a plus, but not required

### **WORKING AT COUNTERPULSE:**

Joining the CounterPulse team means joining a group of incredibly diverse and dedicated folks who are driving a growing and changing organization. Our culture is artist-focused and highly collaborative. We value the flexibility and perks of working at a small organization, and we think you will too. Here are the details:

- Part-time hourly position, 25 hours/week, \$25/hr
  - 5-8 hrs/day, 3-4 days/week, in-person/on-site as scheduled; will include some weekends and evenings, including staffing events as scheduled
- 1-year position: August 2023 - July 2024 with opportunity for extension.
- General office hours are Mondays-Fridays 10am-6pm. This position is required to be onsite for all hours. This position does include some evening/weekend time for fulfillment of special events and community engagement activities and front of house responsibilities at shows. As such, exact office hours are negotiated week to week.
- 100% Health and Dental benefits; eligibility begins 30 days following the date of hire and the insurance becomes effective on the 1st of the following month
- Generous holiday, vacation & sick leave policy
  - Year 1 benefits can be used beginning 90 days after hire to allow time for cross-training, though they accrue from day 1
  - 12 Paid Holidays, a Paid Birthday, and a Personal Wellness Day
  - **Paid Leave:** Sick Leave, Pregnancy and Parental Leave
  - **Unpaid Leave:** Disability Leave, School-Aged Children Leave, Pre-approved unpaid leave for personal pursuits
- Pre-tax Clipper Card benefits; Free admission to events at CounterPulse and other Bay Area theaters; 10 hours/month free rehearsal space
- Ongoing training, networking and professional development opportunities

### **TO APPLY:**

- I. Write a cover letter addressing why you want to work at CounterPulse, and how your prior experience is relevant to this position.
- II. Attach your resume.
- III. Email these items to [openings@counterpulse.org](mailto:openings@counterpulse.org) with the subject line: "Presenting Associate Application"

*Incomplete applications will not be accepted.*

**Position open until filled. Apply by August 6 for priority review.**

### **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, and political affiliation.