Interim Producing Director

Position Description, Aug 2026

MISSION:

CounterPulse is building a movement of risk-taking art that shatters assumptions and builds 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 & sexual orientation. We strive to create an environment that is physically and economically accessible to everyone.

ABOUT COUNTERPULSE AND THIS POSITION:

CounterPulse is one of San Francisco's leading small venues for cutting-edge, interdisciplinary performance. Our main theater and studio space have typically hosted more than 300 public events each year, ranging from dance, theater and music performances to political discussions and film screenings. For more information about CounterPulse, please visit www.counterpulse.org.

Background: Since December 2025, CounterPulse has been operating with a skeleton staff and significantly reduced programming. We are now preparing for a phased return to full programming, beginning in October 2026 and culminating in 2027. The **Interim Producing Director** (IPD) is the first new position to be hired. The purpose of this role is to implement a small number of public programs currently scheduled for Oct-Dec 2026, to operate the facility rental program, and to assist in planning and implementing programming for 2027. Once this position is in place, CounterPulse intends to hire a part-time worker to assist with these responsibilities. Also during Fall 2026, the CounterPulse board will plan a full staffing restructure, with target implementation in January 2027. For this reason, we are making this hire on an interim basis, with a tentative end date of December 23, 2026.

The ideal candidate will be an experienced producer of live events, with excellent organizational skills, and a deep understanding of theatre production, excellent communication habits, the flexibility and resilience to work in an evolving organization, and a sensitivity to the concerns of the CounterPulse community of artists.

The IPD reports directly to the Board of Directors, or its designee. We expect that the IPD will spend a minimum of 50% of their work time on-site at CounterPulse's Tenderloin location.

SCOPE AND NATURE OF WORK:

RESIDENCY PROGRAM

Implement the Fall 2026 Artist Residency program, including 1-2 full residencies, and 1-2 "Seed" residencies, an ongoing weekly community drum circle, and other occasional programming

- Prepare artist contracts and artist orientation packets, and secure contract signings
- Maintain residency calendars, including studio time, work-in-progress showings, and public performances
- Coordinate residency resources, including creative collaborators and technical needs
- Serve as production manager for public performances
- Schedule and supervise technical and front-of house staff, as needed, from CounterPulse's existing pool of on-call technicians and house managers
- Set up ticketing and execute basic marketing and publicity activities for public performances, and/or oversee the execution of these responsibilities
- Serve as primary liaison with residency artists, and communicate updates throughout the organization
- Coordinate payment of residency artists (stipends, and reimbursements from allotted production budgets)

RENTAL PROGRAM

- Field rental inquiries, provide cost information and other guidelines to prospective renters, and make decisions regarding suitability of proposed use of space
- Conduct and/or coordinate site visits and orientations for prospective renters
- Prepare contracts and invoices, and secure contract signings
- Schedule and supervise technical and front-of house staff, as needed

OTHER DUTIES

- Supervise and ensure accountability of one part-time program assistant and one maintenance worker
- Schedule and support routine and non-routine facility maintenance
- Assist in program planning for 2027 and beyond

QUALIFICATIONS:

- Excellent communication skills with staff and with a diverse public

- Extraordinary organizational ability, and the passion to bring order to information and to the physical environment
- Reliable access to telephone and email, and the ability to respond promptly in emergency situations
- Experience and eagerness to work with and maintain theater infrastructure; including lighting, sound, carpentry, and rigging
- Knowledge and/or eagerness to gain knowledge regarding facility infrastructure and maintenance; most importantly electrical systems as they relate to our A/V equipment and theatrical lighting grid
- Basic knowledge of lighting, set, sound, and video design preferred, but not required
- Strong ability to work independently and manage staff and volunteer labor
- Desire and ability to work collaboratively, maintaining a sense of humor and openness to unexpected situations
- Proficiency in Macintosh OS and Google products
- Ability to lift 25 lbs

COMPENSATION AND OTHER DETAILS:
This position is a temporary, part-time role at a rate of $45/hr. You will be expected to work between 20-30 hours per week and to submit semimonthly time cards for time actually worked. As a temporary employee, you will not be eligible for company benefits, except for sick-time and other statutory benefits. The engagement is at-will and may be terminated by either party at any time. We currently project December 23, 2026 as the end date for this role. You may set your own schedule and hours, provided that you are responsive to the needs of the organization and the production calendar, and attend all duly scheduled meetings. You may work up to 50% of your hours remotely, but we expect you to spend a minimum of 10 hours per week on site at CounterPulse's Tenderloin location. You may use your own computer equipment or CounterPulse will provide you with a laptop for your use during this engagement.

Union Status: Certain CounterPulse employees are members of CounterPulse Workers United (CPWU), IWW IU 630. This position is designated as "Supervisory/Management" and the incumbent will not be eligible for union membership, due to the following factors:

Supervisory Functions
- The IPD has the authority to hire new employees for House Manager and House Technician roles, including the authority to conduct interviews, to make final decisions, and to make offers of employment
- The IPD has the authority to make work assignments, and to exercise discretion in assigning work among available employees

- In the event that an employee in the role of House Management or Technician fails to adequately perform their duties, the IPD has the authority to implement a disciplinary process, to issue warnings, and to suspend such employee if inadequate performance continues

Managerial Functions

- The IPD has the authority to determine production schedules and to determine the size of the workforce required for any particular production activity
- The IPD has the authority to pledge the company's credit and to make independent purchasing decisions, within the context of the Board-approved budget, for the procurement of production materials