

Monday, September 24, 2018

Looking for an Assistant Producer

Company: Taragano Theatre
Location: New York, New York
Compensation: Unpaid

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Gala Turman

Taragano Theatre is looking for a volunteer to assist with production aspects of their work.

Taragano Theatre creates dance and movement independent productions for the stage and the screen under the leadership of Mariana Taragano.

Through this opportunity the Production Assistant will gain experience in various aspects of independent dance producing such as application writing, marketing, grants and commission search and more. This is a great opportunity for people starting out in the arts admin world or for artists interested in learning how to self-produce work. The role can be tailored to meet the applicants interests.

Responsibilities

- Creating signage, newsletters, email campaigns, online promotions, etc.
- Providing support to social media efforts to target new audiences.
- Website maintenance.
- Scouting for grants, commissions and other opportunities that can fit to promote our work.
- Assistance in writing proposals for grants, commissions and other opportunities.

Requirements:

- Excellent organization skills
- Able to take initiatives
- Possess great verbal and written communication skills
- Responsible and honest
- Proficiency using all social media platforms, Microsoft applications, Adobe programs, and Google Suite
- Photoshop and video editing skills are desired but not required.

The role will require about 5 weekly hours of office work (negotiable). This can be done at the assistant's own home or in an office on the Upper East Side. Monthly meetings with Mariana Taragano will be required as a part of the 5 weekly hours.

To apply please email a CV and a letter of interest to: taraganotheatre@gmail.com

Taragano Theatre
New York, New York
www.marianataragano/movement-performance

For more information:
Mariana Taragano
taraganotheatre@gmail.com

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