

Monday, January 3, 2022

## Managing Producer

Company: The Tank  
Location: New York, NY  
Compensation: \$47,500

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Founded in 2003, The Tank is a multi-disciplinary non-profit arts presenter and producer, which provides a home to emerging artists working across all disciplines, including theater, comedy, dance, film, music, puppetry, and storytelling. Led by Artistic Director Meghan Finn, Director of Artistic Development Johnny G. Lloyd, and Managing Producer Danielle Monica Long King, The Tank champions emerging artists engaged in the pursuit of new ideas and forms of expression. In doing so the company removes the economic barriers from the creation of new work for artists launching their careers and experimenting within their art form. From the company's home with two theaters on 36th Street, The Tank serves over 2,500 artists every year, presents over 1,000 performances, and welcomes 36,000 audience members annually. The company fully produces a curated season of 13-18 theatrical World or New York premieres each season.

### Position Overview:

The Tank is hiring a Managing Producer to be one of 3 co-leaders of the organization. We are looking for someone who thrives on collaboration, who understands the creative process, and, who possesses enthusiasm for managing and carrying out the organizational administration and operations of a small but very busy company.

The responsibilities of the position will include:

With the Artistic Director and Director of Artistic Development:

- Steward the vision of the organization to realize The Tank's mission in alignment with The Tank's Values Statement, Goals, and Commitments.
- Oversee all organization administration, financial management, and artist services
- Reporting to the Board of Directors, and ensuring sustainable and productive oversight and fundraising efforts
- Manage all staff, including the Box Office Coordinator, Marketing & Community Engagement Manager, Technical Manager, and overhire positions
- Supporting and integrating development and community relations with operations and artistic programming
- Building annual budgets as well as budgets for individual shows
- Assisting with Fundraising event planning and execution (Annual Spring Benefit, show-specific cultivation events, autumn cultivation event) working with the Artistic Director, Board, and staff in designing the concept, theme and aesthetic.

Actively participate in The Tank's ongoing practice to make The Tank an explicitly anti-racist and anti-oppressive organization and a welcoming, generative space.

Serves as General Manager on all co-productions, drafting and executing personnel contracts and overseeing show-specific budgets

### Financial Management

- Bookkeeping for the organization, including generating payroll
- Reconciling all Tank accounts
- Preparing materials for Auditor and supporting annual audit
- Manage fiscal sponsorship activities, including tracking funds, generating reports, and processing disbursements.

Oversee and implement contracting procedures for presented and co-produced artists.

Steward all hiring processes, including internship cycles

Qualifications: The ideal candidate has 5-7 years of experience working at a nonprofit arts organization and/or producing live events in New York City OR a Master's degree or equivalent & 3-5 years of experience; has knowledge of nonprofit producing and presenting models; has knowledge of non-profit theater funding sources; is proficient with Microsoft Office, Google Docs, Quickbooks, social media, and uses the internet as a tool for finding information and communicating; works independently to complete tasks (and completes them efficiently and correctly); independently manages her/his/their own work flow; is detail oriented; looking to become a leader of a growing company. Interest in all major artistic disciplines. Reports to The Board of Directors.

This is a full-time, salaried position at \$47,500 per annum. Hours are primarily weekday office hours with some evening and weekend hours required. The Tank contributes 50% of health insurance. Flexible paid vacation.

To apply: Email resume, cover letter, and three references to [hr@thetanknyc.org](mailto:hr@thetanknyc.org). Applications will be accepted through January 14, 2022.

The start date for the position is February 2022.

The Tank is an equal opportunity employer and strongly encourages qualified applicants from all backgrounds to apply. The Tank is committed to building a culturally diverse team and recruits, employs, trains, compensates and promotes regardless of age, race, gender identity, sexual orientation, religion, disability, or previous incarceration.

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