

Thursday, July 27, 2023

Associate Producer

Company: National Sawdust
Location: Brooklyn, NY
Compensation: \$800-\$1,200 weekly

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NATIONAL SAWDUST

Based in Williamsburg, Brooklyn—National Sawdust is a visionary arts and music organization seeking to enhance the human experience by building new audiences and supporting artists to develop, produce and perform innovative and collaborative work at the NS venue in Brooklyn, and in collaboration with progressive artists and venues domestically and internationally. www.nationalsawdust.org

As a composer, I believe the role of an artist in the 21st century is that of creator, educator, activist, and entrepreneur. I believe that 21st-century artists need to be thinking about how they can affect their communities, on a local and global scale. At National Sawdust, supporting emerging artists is our core mission, nurturing a wide array of voices who are collectively reshaping the landscape of new music for this new century.

—Paola Prestini, Composer, Co-Founder and Artistic Director

Associate Producer

The Associate Producer will be focused on producing and event management, for both programming and external affairs. This is a key position in a growing artistic department that includes producing festivals, Artists-in-Residence programs, projects, concerts, and special events as required, working to execute the curatorial vision of the Artistic Director, Senior and other curators as required. The position will also provide line-producing and onsite event management support for all concerts and workshops and events in the space, surviving as a critical link between the artistic and production team to ensure the highest quality of program and service to our artist family.

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Reports:

Reports to the Senior Producer, Artistic Administrator

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RESPONSIBILITIES:

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Produce and/or Assist in NS presentations, workshops, and select producing projects.

Work with the Senior Producer, Artistic Administrator and Director of Mentoring Programs to ensure all Artist-in-Residence performances and workshops are resourced appropriately.

Work with External Affairs/Marketing team to ensure effective storytelling for all Artists-in-Residence and presented artists

Work closely with the production team to ensure all programs run smoothly, including ensuring correct backline rentals, schedule, artist ticket requests, etc.

Onsite management and point person; Create a positive experience for artists and serve as onsite representative

Work closely with Event + Production Managers on running and advancing shows: assist in securing all production elements such as backline, hospitality, and managing day-of schedules.

Facilitate hand-off for all presented and produced shows to Production and Technical Manager so that they can take the lead on advance production needs for artists.

Keep NS production team informed of each artist's vision and engage them in the most efficient and constructive ways of providing technical solutions for translating these visions into realities within the NS budget and technical constraints.

Participate in team production meetings and work with the Production and Technical Manager to make sure that notes and workflow are updated and coordinated.

Assist in building show OPS / Day of Show sheets to artistic teams for all performer preferences, logistics and day of show notes.

Execute all artist needs and show logistics for day of show:

Greet Artists upon arrival to the venue

Soundcheck assistance + tech pass off

Green Room set-up

Purchasing Hospitality needs or additional requests

Coordinate and Collect all comp lists with artist team and box office

Organize photo release for board president when photographing specific mission based shows

Communicate Artist preferences to the usher staff and MOD during day of show

Coordinate Run of Show with artist

escort artist between green room and stage as needed

Maintain and Update internal calendar for programming for all incoming shows, productions, festivals and series including:

Adding schedules and breaking out festival days in coordination with Production and Technical Manager

Updating artist contacts as shows evolve.

Ensuring tech and marketing have the most updated instrumentation + performer names.

Alerting all departments of important updates

Other responsibilities as assigned

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Required Skills:

-Excellent project management and delegation skills, particularly in production and timeline management and facilitating workflow between artists, staff and freelancers.

-Client-facing experience, and the ability to speak to the production process in an easy, clear, and concise fashion.

-High capacity for communicating with artists and co-producing partners with varying levels of formality and management styles and working harmoniously across all of these levels

- Exceptional cultural competency skills including understanding and respecting values, attitudes, beliefs, and mores that differ across cultures, and considering and responding appropriately to these differences in planning, producing implementing, and evaluating projects with artists and working as a member of the NS team

- Flexibility in terms of availability and time management to adapt to labor-intensive schedules as workload ebbs and flows with performance, residencies, and external affairs schedules.

Compensation & Work Environment:

Seasonal Contract from: September 5 to December 15, 2023

Compensation: \$800-\$1200 a week to start.

This is a full time position with hybrid work, both home and the NS venue as needed. Hours will vary from month to month depending on the performance/production nature of National Sawdust's mission and work.

All qualified applicants will receive consideration for employment without unlawful discrimination based on race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or any other category protected by law. National Sawdust is an equal opportunity employer.

COVID-19 Vaccination required.

Position Open Until Filled

Application:

Please submit a cover letter and resume in one PDF to: candidates@nationalsawdust.org with Associate Producer in the subject line.

National Sawdust
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www.nationalsawdust.org

For more information:
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