

Sunday, July 8, 2018

## Associate Producer (freelance)

Company: Performance Space New York  
Location: New York, NY  
Compensation: \$3000-5000

► [Share](#) | [Print](#) | [Download](#)

# PERFORMANCE SPACE NEW YORK

Founded as Performance Space 122, in 1980, from an explosion of radical self-expression amidst the intensifying American culture wars, Performance Space New York is the birthplace of contemporary performance as it is known today. The early acts that defined the organization's unique role in New York cultural history asserted themselves as living, fleeting, and crucially affordable alternatives to mainstream art and culture of the 1980s and early 90s. With the renovation and reimagining of its original abandoned public-school building in the East Village completed, Performance Space New York is entering a new, bracing chapter. Executive Artistic Director Jenny Schlenzka brings the idea of themed Series to Performance Space New York. As part of a larger multidimensional whole, individual works are juxtaposed to evoke further meaning and push audiences to engage with our contemporary world in illuminating ways.

The Associate Producers oversee the execution of assigned programs within the fall and spring Series. There are two contract positions, running from September 2018 through February 8, 2019. The fee for the scope of work is approximately \$5000 for Position 1 and \$3000 for Position 2.

### Position 1

Estimated 200 hours, September – January 18

Performative Conference, October 7

First Nations Dialogues/Performances, January 4-10

### Position 2

Estimated 120 hours, December – February 8

Immersive Installation, January 9 – February 3

### Responsibilities

\*Work with multiple artists in close partnership with Performance Space Senior Producer to execute a successful presentation, and ancillary programs.

\*Attend regular programming meetings, while balancing remote and regular office hours.

\*Prepare and process artist contracts.

\*Process and track timely payments.

\*Line produce and manage administration for assigned programs, coordinating:

- Artist tech schedules, in collaboration with Technical Director.
- Budget and expense tracking, adhering to resource parameters.
- Facilities and equipment needs for artists.
- Company management and artist services, including artist transportation, accommodation, and hospitality.
- Staffing and volunteer needs for run of show with Audience Services Associate and Technical Director.

\*Collaborate with other institution departments on workflow and timelines.

\*Be an available, helpful and physical presence for artists during their residency and production weeks.

\*Support Senior Producer with non-immigrant visa petitions (for First Nations Dialogues program only).

\*Other duties as assigned and the ability to work nights and weekends.

### Minimum Qualifications

Minimum 3 years professional experience working in areas of producing and/or company management in live performance, as well as experience working with international artists.

Knowledge of Microsoft Office and Google Suite.

Excellent attention to detail and ability to maintain composure in a fast-paced work environment.

Previous experience working collaboratively with POC, LGBTQI, and/or indigenous communities.

Ability to communicate information effectively, both verbally and written.

Previous experience filing non-immigrant visa petitions (for First Nations Dialogues producer).

### To Apply

Please send resume, cover letter and at least two references to [programming@performancespacenewyork.org](mailto:programming@performancespacenewyork.org) by July 25, 2018. No phone calls please.

Performance Space New York  
150 First Avenue  
New York, NY, 10009  
2124775829  
<https://performancespacenewyork.org/>

For more information:  
Benjamin  
[programming@performancespacenewyork.org](mailto:programming@performancespacenewyork.org)  
2124775829