

Tuesday, March 15, 2022

## Assistant Producer for Jamel Gaines Creative Outlet

Company: Jamel Gaines Creative Outlet  
Location: Brooklyn, NY  
Compensation: \$20-\$30 an hour

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Rachel Neville

Jamel Gaines Creative Outlet, one of Brooklyn's premiere arts organizations is looking for an Assistant Producer to help with company bookings, residency applications, and tours for its professional dance theater company. You will be working directly with the Artistic Executive Director as well as Creative Outlet's Associate Producer. The position will be both in-person and remote (office and school location are both in Fort Greene Brooklyn) We are offering \$20-\$30 an hour based on experience. Our non-profit organization consists of a professional dance company, a Cultural Arts Program (our School) an Arts In Education Program, A Young Artist Program, Summer Youth Employment, Summer Camp, Summer Intensive and adult community program. Jamel Gaines Creative Outlet (our dance company) has toured nationally and internationally and was recently produced at Lincoln Center and Bryant Park. Our predominantly African American troupe performs socially aware works that are highly athletic, artistic and technical.

Job duties include but are not limited to:

- researching and applying to dance company opportunities
- creating relationships and networking with producers, agents, and curators
- creating and maintaining spreadsheets of contacts for museums, residencies, festivals
- liaison between producers and Jamel Gaines Creative Outlet/ following up with contracts
- creation of budgets for productions, special events
- letter writing
- creating rehearsal schedules
- general organization

Applicant must be reliable, a good communicator, have an interest in the arts or arts management, detailed oriented, a fantastic writer, and the ability to juggle many different tasks at once. The best applicant will be a self -starter and will be able to flow in and out of different projects at once while making sure deadlines are met.

To apply: Please send resume and write a cover-letter to Jamel Gaines Creative Outlet at [info@creativeoutlet.org](mailto:info@creativeoutlet.org) telling us about yourself and why you are interested in working for Creative Outlet, your background, skill sets, past work experience and education.

Jamel Gaines Creative Outlet  
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Brooklyn, NY, 11217  
917-500-8774  
[www.creativeoutlet.org](http://www.creativeoutlet.org)

For more information:  
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