

Job Description
Associate Producer

Duties include:

- Assist the Producing Artistic Director (PAD) with artistic initiatives including season planning, audience engagement, community outreach, artist hiring, etc.
- Assist in procuring directors and designers for all productions and facilitate meetings with creative teams
- Assist with the creation and implementation of season production budgets
- Work with the Technical Director to monitor and track all production expenditures and budgets
- Work with the Technical Director to facilitate purchase as needed per production including: lighting, sound, props, wardrobe, management and projections
- Manage WTT's *Intersections* community engagement programming including planning and implementing outreach and engagement initiatives
- Manage WTT's Education programs including student matinees, internships, and the WTT Academy
- Lead *Intersections* talkbacks (as needed)
- Assist Marketing Department with scheduling photo shoots and rehearsal/performance recordings
- Follow up on daily rehearsal and performance reports to troubleshoot issues and manage their resolutions in conjunction with Technical Director
- Draft offer letters for all artist hiring
- Serve as Casting Director for all WTT productions
- Assist the Education Department with gathering content for WTT Play Guides
- Coordinate artistic efforts for various WTT development events
- In conjunction with the Production Stage Manager, interview, recruit, and hire run crew members
- Read/recommend plays for production to the PAD
- Manage script and artist submissions
- Serve as company liaison for external artists
- Schedule and attend design and production meetings (as needed)
- Represent the theatre and its mission at various events
- Contribute to short- and long-term institutional planning
- Other duties, as assigned

The Associate Producer must demonstrate:

- Proven leadership in the creation of opportunities for the presentation of their work and/or the work of others
- The ability to forward plan, coordinate projects, and prioritize workload
- The ability to work autonomously within the scope of designated responsibilities
- The ability to work collaboratively on key projects with an open mind toward the ideas and suggestions of other
- Ability to foster a positive team environment through encouragement of fellow WTT staff members and general support of management decisions and policies

Required knowledge/skills/education experience:

- Extensive knowledge of the DFW theatre community
- Knowledge of regional theatre trends and issues
- Experience in an artistic or producing role at a professional theatre or other non-profit
- Microsoft Office (Word, Excel, Powerpoint, Outlook, etc.)
- Experience with Photoshop, Keynote, etc preferred but not required
- Bachelor's degree is required

Reports to: Producing Artistic Director

Supervises: Technical Director

Hours: 10am-6pm Mon.-Fri. 40 hours per week; Some nights and weekends, as required.

Salary Range: \$35,000-\$40,000, based on experience