

Associate Producer/Company Manager

Who We Are:

En Garde Arts is a not for profit theatrical producing organization in New York City. We are purposefully itinerant, creating site-specific, place-based theatre and work in all kinds of spaces. We commission new plays, musicals and theatrical experiences with social justice issues at their core. We engage in long-term relationships with artists and develop most of our new projects over multiple years within a program called Uncommon Voices. We have a small staff of three full time staff complemented by a permanent part-time general manager, and three other consultants: a business manager, grant writer and creative producer in residence. We embrace risk and are obsessed with how to get our messages across to communities that may not ordinarily attend the theatre.

OVERALL DESCRIPTION

En Garde Arts (EGA) seeks an **Associate Producer/Company Manager (AP/CM)** to work on their main season production- *The Wind and The Rain: A Story about Sunny's Bar* by Sarah Gancher, directed by Jared Mezzocchi. Performances will take place in Red Hook, BK at the Waterfront Barge Museum and will also include some outdoor aspects. This is a multimedia work.

Anticipated employment is:

- 20 hours/week August 12-September 1
- 40 hours/week September 3-October 7 (opening), 20-25 hours/week October 9-27 (possible extension to November 4)

What you would do:

AP/CM will work closely with EGA's Producer, Consulting General Manager and Executive Artistic Director in managing the short term and long term needs for the production. The AP/CM will work directly with the entire production company, and be available during the majority of rehearsal hours and load in and technical rehearsals, and for all performances:

- The AP/CM will coordinate contracts and payroll for all performers, stage managers and running crew staff (operators, front of house etc), and will be their direct supervisor.

- The AP/CM will coordinate light hospitality needs during rehearsal and tech, travel to/from Red Hook Brooklyn for the company (may include driving a car to/from the subways), aide the Production Director and Stage Management team in properly

outfitting the rehearsal rooms, performance space, dressing room and green rooms and making sure the production maintains alignment with any union rules.

- Oversee HR/Company Management budget lines, and act as HR Liaison for the company as needed for EGA policies and procedures. Oversee all house seats and comp ticket requests, and be the company representative at each performance (typically Wednesday – Sunday).
- The AP/CM will also oversee any infectious disease protocols as needed.
- The AP/CM will be a main point of contact with the Waterfront Barge Museum along with any other proprietor involved with locations for the production.

Requirements

The Associate Producer/Company Manager should be well versed in typical theater schedules and processes, while also having had experience in non-traditional performance settings. The AP/CM should be an empathic, flexible individual with a strong passion for new theatrical works and a deep attention to detail. The AP/CM needs a valid driver's license with a clean driving record, and should feel comfortable driving around New York City.

Further schedule details:

- Rehearsals September 3-20 (Mondays off)
- Tech Sept 20-27, previews start September 28, opening October 7 (varied days off)
- October 10-27, performances Wednesdays – Sundays
- Pay: \$9,000 for August 12-October 27. Extension would have an additional payment.

Please send in a resume and cover letter to: hireing@engardearts.org