

New York Live Arts
POSITION DESCRIPTION

POSITION TITLE: Producing Associate

REPORTING RELATIONSHIPS: Reports to the Producing Director and works closely with a staff-wide team.

POSITION SUMMARY:

New York Live Arts strives to create a robust framework in support of the nation's dance and movement-based artists through new approaches to producing, presenting and educating. In addition to our deep commitment to individual artists at all stages of their careers, we endeavor to create rich, meaningful experiences for our audiences by engaging them in ways that are intimate and thought provoking. With our audience, we seek to become a place for dance that is vital to the fabric of social and cultural life in New York, America and beyond.

Formed in February 2011 by a merger of Dance Theater Workshop and the Bill T. Jones/Arnie Zane Dance Company, New York Live Arts is a re-imagining of the legacies of these two extraordinary organizations. New York Live Arts is located at 219 West 19th Street in New York City and is led by Bill T. Jones as Executive Artistic Director, Carla Peterson as Artistic Director, and Jean Davidson as Executive Director and CEO.

The principal responsibility of the Producing Associate is to provide administrative support for New York Live Arts' producing programs, including its Resident Commissioned Artists and the Bill T. Jones/Arnie Zane Dance Company.

RESPONSIBILITIES:

Resident Commissioned Artist Program

- Organize production and logistical arrangements including travel, accommodations, and per diem. Prepare and distribute artist itineraries.
- Secure visas and work permits for project personnel. Coordinate visas and work permits when required for international presentations.
- Coordinate bookings of rehearsal studios and other spaces.
- Coordinate the process of engaging artistic and production personnel, including auditions when required.
- Attend rehearsals and provide on-site logistical and technical support.
- Serve as primary liaison to performers and collaborators engaged in commissioned projects.

Bill T. Jones/Arnie Zane Dance Company

- Assist with the coordination of Bill T. Jones's speaking engagements.

General duties for both programs

- Assist in drafting and processing engagement and artist contracts.

- Process and track financial paperwork including expense invoices and receivable payments. Prepare petty cash and credit card reconciliation reports. Assist in monitoring and updating budget and cash flow documents.
- Attend creative, production and program meetings. Draft and circulate notes.
- Assist in preparing and circulating rehearsal, production, and tour schedules.
- Provide schedule management for the Producing Director.
- Generate preparatory materials for artistic and booking meetings.
- Coordinate outreach to presenting partners, including distribution of event invitations, promotional materials, videos and press packets. Track invitation responses and support follow-up communication.
- Assist in preparation of promotional and fundraising materials related to new works.
- Facilitate interdepartmental communication regarding new works and tours, working closely with the BTJ/AZ touring staff and the Live Arts programming and departments.
- Conduct topical research as required.
- Provide general administrative support including file management, general correspondence and archive management.
- Oversee special projects and fulfill other duties as required.
- Attend performances and other events as agreed with the Producing Director, including events that occur outside of normal working hours. Some travel may be required.

QUALIFICATIONS:

Prior Experience

- Experience in artist relations, company management, and/or production management.
- Experience coordinating logistical arrangements for non-profit productions and tours.
- Experience with work permits and visa applications.
- Experience in drafting and editing contracts.
- Experience with budgetary processes and financial management.
- Computer literacy including MS Office.
- A minimum of 1-3 years of prior work experience.

Personal Traits

- Excellent writing, communications, and interpersonal skills.
- Self-starter with extreme attention to detail and organizational systems.
- Ability to manage multiple projects independently.
- Calm, clear and enthusiastic demeanor.
- Knowledge of and strong interest in contemporary dance and theater.

HOW TO APPLY:

Email a cover letter summarizing your relevant qualifications for this position, resume including salary history, and writing sample to careers@newyorklivearts.org as PDF attachments. Include “Producing Associate” in the subject line of your email.