

GINA GIBNEY DANCE, INC.

PRODUCER

JOB DESCRIPTION - MAY 2019

The mission of Gibney is to tap into the vast potential of movement, creativity and performance to effect social change and personal transformation. Gibney's vision is to deploy resources and bring together disparate communities to ignite a cultural renaissance that has ripple effects far beyond the studio and stage. Gibney values:

- Respect – we are inclusive, courteous, and thoughtful
- Advocacy – we are supportive, principled, and catalytic
- Responsibility – we are collaborative, responsive, and empowering
- Action – we are resourceful, proactive, and entrepreneurial

These values are intrinsic to Gibney and guide how we work together and interact with our core audiences.

The Producer works to advance Gibney as part of a coordinated Performance and Residencies Team consisting of the Senior Curatorial Director, Performance & Residencies Programs Assistant, Curatorial Associate, Director of Production, and Front of House Staff. The Producer reports jointly to the Artistic Director/CEO and Senior Curatorial Director and supervises the Performance & Residencies Programs Assistant and other departmental staff.

RESPONSIBILITIES

OVERVIEW

The Producer is responsible for managing all logistical and operational aspects of Gibney's public performance activity and is the primary point of communication between the Performance and Residencies department and other members of the Gibney staff and communities. The primary responsibility of the Producer is to operationalize and realize the artistic vision of the Senior Curatorial Director. The Producer also supports performance events presented or curated by other Gibney departments, including Gibney Dance Company and Community Action. The Producer manages all logistical and operational aspects of Gibney's residency programs (Dance in Process, Early Career, and Disability Artistry) as well as a broad range of engagement activities such as Demonstrating Practice, Long Table and town halls. All administrative activity, planning budgeting and communications for the Performance and Residencies department is managed by the Producer. The Producer works



closely with the Director of Production, the Director of Operations, and other program groups, and serves as the critical link between the Performance and Residencies staff and other Gibney departments and constituencies.

PERFORMANCE ACTIVITY

- Serve as the primary point of contact for curated artists in regards to the mounting of their performances, including all aspects of scheduling and logistics
- Work with the Senior Curatorial Director, programs departments, and the Director of Marketing to effectively market all Gibney productions
- Track performance ticket sales and work collaboratively with staff members to meet all income projections
- Maintain the highest level of artist relations and customer service across all aspects of performance activity
- Lead weekly production meetings with the full Performance and Residencies team
- Conduct outreach to community members to facilitate audience development
- Maintain existing community partnerships including those with local universities and other arts nonprofits
- Seek feedback from all artists and implement changes to improve Performance processes

RESIDENCY ACTIVITY

- Oversee all aspects of the residency application process
- Lead information sessions on residency programs
- Manage the panel process including scoring procedures, panel facilitation, and feedback
- Schedule all DiP residency activity
- Communicate resident artists' operational needs with the Operations team
- Facilitate in-take meetings with resident artists and Gibney staff members
- Serve as resident artists' primary point of contact within the Gibney organization
- Coordinate and track all use of the Resource Menu
- Seek feedback from all artists and implement changes to improve Residency experience

ADMINISTRATION

- Oversee and track all Performance and Residency contracts
- Develop the annual Performance and Residencies budget and manage and track all income and expenses
- Manage the schedules of the department including salaried and hourly positions
- Assist the Development team in the creation and tracking of grants
- Manage the hiring and training process of new staff members filling Performance and Residencies departmental roles



OTHER PROGRAMMING

- Collaborate with the Director of Community Action, Training & Artist Services to create professional development workshops with a specific focus on integrating curated resident artists into the population served
- Collaborate with the Director of Digital Media, the Director of Community Action, and Gibney Dance Company Directors to produce all public performance departmental events
- Communicate frequently with the Operations and Rentals departments to ensure the success of all public performance departmental events
- Collaborate with the Director of Development to create content for external partner events
- Participate in organizational development activity including brochure and website design, staffing report structuring, backspace design, and other topical needs

OTHER

Gibney is a growing organization and employees are often called upon to perform other duties essential to accomplish organizational goals and meet important deadlines.

NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding, with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting a position at Gibney.

QUALIFICATIONS

- Associate's or bachelor's degree in a related field.
- Five or more years of related experience, preferably with arts organizations.
- Knowledge of, and strong interest in, the performing arts, social justice, and Gibney Dance's mission.
- Superior verbal and written communications skills.
- Strong attention to detail.
- Proven organizational, multitasking, and project management skills.
- Ability to work independently within a team environment.
- Excellent interpersonal skills and professional demeanor.
- Ability to work in a fast-paced environment.



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APPLICATION INSTRUCTIONS

Deadline for submissions is June 7th, 2019, however prompt submission is strongly encouraged. To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to position@gibneydance.org. Include "Producer" as the email's subject line. Submissions must include:

- A brief cover letter including the following information: your interest in the position and the organization, evidence of the required experience (as outlined in the job description under "Qualifications and Experience"), the date you are available to start, salary requirement, and contact information for three professional references.
- A résumé outlining your educational and professional experience

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please.

Prospective applicants are strongly encouraged to review the complete job description on our website at www.gibneydance.org/about/jobs/ before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.

GIBNEY IS AN EQUAL OPPORTUNITY EMPLOYER.