

## **JOB DESCRIPTION: PRODUCTION MANAGER**

Mirror Stage is looking for a reliable, self-motivated, detail-oriented strategic thinker with strong organization and management skills who has previous experience in arts administration, theatre production, and/or stage management. You should be eager to dig in and learn more about the production needs of a small nonprofit theatre. If you believe in social justice, equity, and inclusion, and want to put your production or program management skills to good use for a progressive arts nonprofit in need of your valuable skills and talents, we want to hear from you!

**COMPENSATION:** \$17/hr

**HOURS PER WEEK:** 10 hrs/wk to start, additional hours when in fully-staged production

**REPORTS TO:** Managing Artistic Director

### **JOB DUTIES AND RESPONSIBILITIES:**

In collaboration with Managing Artistic Director, Artistic Associate, Podcast Producer, and Marketing & PR Associate

- Coordinate and assist in the development, communication, logistics, technical needs and management of Mirror Stage productions and programs, including performances (Expand Upon & fully-staged productions); the Mirror Stage Podcast; Special Events; Activism Brunches; and Community Forums
- Coordinate artist, designer, production and podcast contracts relating to productions and programs, as requested
- Coordinate and attend all production meetings
- Attend all staff and bi-monthly board meetings, and track actionable duties into Asana
- Submit bi-weekly reports documenting work completed & planned
- Maintains Production files and enters data as needed into Salesforce
  - Continue to streamline and update existing tracking in SF
- Support Artistic Associate with panelist and pre-show lecturer research, as needed
- Represent Mirror Stage at community events and meetings, as requested
- Attain technical competency in using Asana, Zoom, OBS, Salesforce NPSP and Click & Pledge Events
- Participate in ongoing learning and professional training opportunities, as appropriate
- Maintains written office procedures manual for area of responsibility
- Participate in organizational long-range planning
- Assist on other projects, duties and assignments, as needed

### **MINIMUM QUALIFICATIONS:**

- At least 2 years of experience in stage management, production management, or project management (or some combination thereof)
- Passion for and dedication to Mirror Stage's mission, vision and values
- Ability to see, value, and adapt to cultural differences. Demonstrated and/or lived experience working with people of diverse ages, genders, sexualities, ethnicities, cultures, races, abilities, and socio-economic backgrounds, including those historically excluded by mainstream arts organizations
- Reliable, dependable, organized self-starter with excellent verbal and written communication skills, impeccable attention to detail, and strong project management skills

- Ability to work independently, ask questions, and commit to an agreed-upon work schedule
- Tech savvy with high proficiency in Microsoft Office and Zoom. Comfort with online collaboration tools and virtual office environment. Familiarity and experience with Asana is not required but helpful
- Comfortable working with and willingness to learn specialized database software
- Must have access to reliable personal transportation, such as car or transit pass
- Lived commitment to and investment in racial and social justice and anti-oppression analysis
- Willingness to learn and work effectively, both independently and as part of a team

#### **TO APPLY:**

Submit a one-page cover letter detailing your interest and availability, along with your résumé by email to [suzannec@mirrorstage.org](mailto:suzannec@mirrorstage.org). First review of applicants begins September 7, with ideal start date of October 4. Position open until filled.

Mirror Stage prioritizes equity and inclusion. We are an equal opportunity employer and we encourage individuals from all cultures and communities to apply, especially BIPOC (Black, Indigenous, people of color), women, non-cis-gendered people, and members of other historically excluded groups. We believe that representing and reflecting the diversity of our community makes us stronger. Thank you for considering joining us.

#### **ABOUT MIRROR STAGE:**

##### **Mission:**

Mirror Stage uses the power of storytelling to challenge assumptions, bias, and prejudice, increasing equity and inclusion, while encouraging more thoughtful reflection on today's issues.

##### **Vision:**

Mirror Stage reflects the diversity of our community onstage in high-quality, progressive, thought-provoking productions that play it smart without playing it safe. We nurture unique artistic voices while providing opportunities for newly-emerging artists to work alongside more seasoned professionals. With the goal of increasing empathy and social justice, Mirror Stage uses theatre to connect people more deeply to perspectives and experiences other than their own while amplifying historically excluded stories, voices, and faces—to bring us to a place of common understanding. Mirror Stage is Theatre that gets people talking, as well as thinking.

##### **Values:**

- **Challenge:** We focus on thought-provoking, relevant, progressive, risky, and inspiring work—encouraging people to examine their responses more intentionally
- **Integrity:** We practice the highest standards of excellence, ethics, and professionalism in all interactions. We are committed to embracing the full range of human experience, equity and inclusion at all levels: on our stage, in our audience, on our staff, and within our leadership.
- **Partnership:** We collaborate with audience and community members to find the best path forward and create positive change.
- **Respect:** We cultivate and nurture an atmosphere of respect and inclusiveness, welcoming differing strengths, skill sets, cultures and abilities.

(as of 8/12/2021)