

POSITION: Artistic Programming Associate
DEPARTMENT: Artistic Programming
CLASSIFICATION: Permanent
LOCATION: Remote/ On-site
FLSA STATUS: Full-time/ Non-exempt
SUPERVISOR: Artistic Director

JOB OVERVIEW:

The New Victory Theater is a world-class performing arts organization dedicated to presenting the most evocative theatrical works for young audiences. The Artistic Programming Associate provides support for the Theater's artistic programming, with a strong focus on LabWorks, the Theater's new work development program.

New Victory LabWorks exists to diversify the field of performing arts for young audiences and the productions seen on stages across the nation. The program supports adventurous performing arts for family audiences that amplify a multitude of voices and is especially committed to welcoming and uplifting BIPOC artists, BIPOC artists who identify as LGBTQIA+, and BIPOC artists who identify as disabled.

Candidates must be motivated to work independently, as well as within a team dynamic, including working directly and indirectly with New Victory LabWorks artists during new work development residencies and creating new outreach strategies. A flair for creative writing and producing, good proofreading skills and excellent written and verbal communication abilities are a must. Responsibilities include artistic administration, editing public-facing content and line-producing shows and events. Due to Covid, the position is currently remote, but expected to be in-office when safe to return. Some nights and weekends will be required.

RESPONSIBILITIES:

- Administrative support of New Victory artistic programming, including lead support of New Victory LabWorks program, including internal and external information dissemination, correspondence, authoring documents & materials (e.g. offer letters, calendars, contact sheets, artist/company bios, etc.), receiving and managing studio space requests, tracking and organizing LabWorks applications, etc.
- Collaboration with the Senior Manager of Artistic Programming to support the LabWorks program's creative growth, including artist development, community outreach, alumni tracking and current artist relations, residency enhancement, etc.
- Maintaining and developing artist relationships including attending workshops, readings, performances, etc.
- Updating and maintaining Tessitura database for LabWorks community
- Creating and maintaining an interactive forum for New Victory LabWorks Artists & Alumni exchange
- Providing creative and administrative support for department-hosted meetings, events, forums, colloquia, conferences, etc.; line-producing, and other projects as needed
- Drafting correspondence in Wordfly (program updates, invitations to professional development events, etc.)
- Planning and creating social media posts and public content in coordination with Marketing & Communications staff
- Serving as mentor to Artistic Programming Fellow(s), as assigned
- Attending conferences and professional development events, as assigned
- Other duties, as assigned

PREFERRED QUALIFICATIONS & SKILLS:

- Bachelor's degree preferred, and a minimum of 3 years' experience in performing arts administration and/or artistic programming
- Clear understanding of and passionate commitment to the creation of performing arts work for all
- The ability to interact authentically with artists from different cultural and socio-economic backgrounds
- Excellent interpersonal skills with an emphasis on building and maintaining meaningful and reciprocal relationships
- Clear and effective organizational and communication skills with high attention to detail and the initiative to prioritize, track, and manage multiple projects simultaneously in a fluid-arts environment, creative writing experience a plus
- Producing and event management experience
- Proficiency in a wide range of digital office platforms, including Google Suite; Tessitura experience a plus
- Some community outreach experience preferred
- Ability to critically assess live performance

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.

New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

To Apply:

Please include a resume and a cover letter identifying your specific interest in and qualification for the position at careers@new42.org