

# BOLD Associate Producer Position Description

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<b>Title:</b>	BOLD Associate Producer	<b>FLSA:</b>	Full-Time Exempt
<b>Reports to:</b>	Artistic Director & Managing Director	<b>Date Posted:</b>	June 24, 2021
<b>Department:</b>	Admin/Artistic		

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## POSITION DESCRIPTION:

Woolly Mammoth Theatre Company, a national innovator in the development and production of new work, seeks a creative and passionate BOLD Associate Producer to join its Core Leadership Team. We seek an out-of-the-box thinker and expert communicator ready to work collaboratively to bring groundbreaking artistic projects to life. This is a grant-funded position and is committed for two years, with the possibility of extending for a third year.

The Associate Producer is a key member of the artistic, administrative, and production teams, and collaborates closely with every department in the organization with a deep focus on producing systems and processes. The role interfaces directly with Woolly artists to ensure they have the resources they need on their creative journey with Woolly, and will help innovative producing structures that can adapt flexibly to different types of projects. Reporting both to the Artistic Director and Managing Director, this position provides strategic leadership in all areas of programming.

### *About the BOLD Theater Women's Leadership Circle*

Established by the Helen Gurley Brown Foundation, the BOLD Circle offers major support of artistic initiatives focused on women+ artists and creates a formal mentorship program to train and prepare future women+ artistic directors to lead, to create, to innovate, and to enhance the place of theater in the American culture. As a part of their role, the BOLD Associate Producer will also become a member of the BOLD Theater Women's Leadership Circle, joining a national network of rising theater leaders. The Circle meets monthly and all Circle members will be mentored, supported and offered individual training by prominent women+ artistic directors and theater professionals. The BOLD Associate Producer also has funding to attend the annual TCG Conference. For more information see [www.boldtheater.org](http://www.boldtheater.org).

The position requires residency in the Washington, DC metro area, and will begin on or around August 15, 2021.

## DUTIES & RESPONSIBILITIES:

### Producing

- In collaboration with the staff, help guide Woolly productions from inception to completion, with a special focus on digital and out-of-the-box projects that invite a creative approach to producerial systems
- Work with the Production Manager, Artistic Director, and Woolly artists to ensure a clear and smooth production and design process
- Help facilitate internal and cross-departmental communication relating to Woolly productions, keeping an eye on the big picture as well as the day-to-day
- Attend production meetings, technical rehearsals and performances, and work closely with the artistic leadership regarding needs and challenges as they come up
- Work with co-producing partners to ensure smooth collaboration and that needs and expectations are communicated
- Collaborate with New Work Department to create development path for commissions and new works, and provide producing support for developmental workshops and readings
- Work with our Core Leadership Team to develop and refine internal Woolly producing systems and best practices
- Keep an eye on future planning, and projects coming down the pipeline as well as current projects

### Contracting & Casting

- Work closely with Managing Director as a thought partner to create and refine projects from a contracting perspective, especially partnerships for co-productions and out-of-the-box projects.
- Keep track of contract statuses for projects in process
- Lead the process for local and out of town casting, including interest & availability checks, agent negotiations, and work with outside casting directors

### Artistic Development & Season Selection

- As a member of Artistic team, attend productions, readings, and festivals, and report back with opinions and recommendations
- Participate in Season Selection meetings, and read plays under consideration
- Lead the Company Pool Fund, an internal initiative that awards grants to the Company of Artists

### Organizational Leadership

- As a member of Woolly's Core Leadership Team, serve as a strategic and creative collaborator in service of long-term direction setting and short-term decision-making for the organization.
- Actively contribute to ongoing strategic planning and implementation processes
- Align stakeholders toward a common goal, while negotiating competing priorities.
- Balance planning with nimbleness.

### Company-Wide Responsibilities:

- Commit to Woolly's value of radical inclusivity and strategies around anti-racism. This includes participating in anti-bias/anti-harassment training, becoming familiarized with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering one's own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

All other duties as assigned.

### **QUALIFICATIONS:**

- **Experience:**
  - At least 5 years of experience working in theater producing, or related fields such as production management, company management, or administration.
  - Substantive track record of working collaboratively to successfully complete complex projects while creating a positive work environment
- **Essential Knowledge, Skills, and Abilities:**
  - Strong interpersonal and communication skills to support a range of artistic and administrative processes.
  - Deep knowledge of the theatrical production process, and the ability to strategize new models.
  - Ability to balance big-picture and detail-oriented thinking to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
  - Highly self-motivated, organized, and able to manage multiple priorities and projects.
  - Ability to delegate, and communicate clearly and effectively about expectations and needs
  - Familiarity with theatre unions and experience working with agents and artists' representatives is preferred.
  - Understanding of Washington, DC and its arts community is a plus.
- **Other Skills or Qualities:**
  - Commitment to active engagement and leadership development in your individual position for the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
  - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.

### **WORKING CONDITIONS:**

- Must be able to withstand extended viewing of computer screens.
- This position has typically sat in an open/shared office environment with moderate noise levels.

- Some evening and weekend work required.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

#### **COMPENSATION:**

- **Full-Time Starting Salary:** \$60,000 annually with benefits
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

#### **OUR CULTURE AT WOOLLY:**

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.