

**EAST BAY CENTER FOR THE PERFORMING ARTS
PRODUCTION COORDINATOR
JOB POSTING**

Job Classification: Non-exempt, Hourly, Part-time - 30 hours/week

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (The Center) was founded in Richmond immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,000 youth in 13 schools. The Center's staff consists of 25 administrative staff and 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

Position Summary

Under the direction of the Director of Student Development and Training, the Production Coordinator will work closely with both the Main Site and School Partnerships Departments to manage core Center productions, facility rentals, and outreach performances. These include student and guest artist performances both on and off site. The Production Coordinator will be responsible for hiring, onboarding, and supervising all production/tech crew. While the incumbent's work schedule is 30 hours per week, there will be weeks when the incumbent may be required to work additional hours to support the Center's scheduled events that may occur in the evenings and weekends.

Scope

The Production Coordinator will be responsible for the coordination of all Center events and rentals and will be the first point of contact for many community partners, as well as artists and technical crew. They will play a critical role in the Center's core programs and calendar and an important part of both the Main Site and School Partnerships Departments. The Production Coordinator will support in managing the program budgets as it relates to production.

Examples of Key Responsibilities:

Core Productions – (50%)

- Work with Director of Student Development and Training and Director of School Partnerships to establish an annual calendar of core productions;
- Coordinate all Center annual and special events , including:
 - Handling load-in
 - Establishing rehearsal and tech schedules
 - Oversee stage management

- Determining technical and production needs for all performances at least two weeks before each performance
- Ensuring that events are fully staffed and technical crew is trained for each event
- Establish and maintain a roster of production/technical crew for all Center performances and events, including recruiting, hiring, and onboarding/training;
- Establish system for tracking events/data collection, ensure that information is documented in a timely manner;
- Work with Facilities Coordinator to evaluate equipment needs; including maintenance, upgrades, storage, inventory, and purchases.

Outreach Performances (“Call and Response” – (25%)

- Coordinate all *Call and Response* Events, including communications and problem solving with relevant staff, faculty, students, parents, and community sites;
- Track data from Call and Response Events timely;
- Respond to community and client inquiries within 48 hours;
- Work with Program Leadership team to identify appropriate performance groups for each event.

Facility Rentals (25%)

- Act as initial point of contact for all organizations or individuals for rental requests;
- Provide technical and facility information to interested parties for rentals;
- Work with Department Heads to evaluate and make decisions regarding rental and production requests in order to meet revenue and program goals;
- Determine equipment and staffing needs, and produce cost estimates for rentals and Center events;
- Track all rentals, including invoices, revenue, expenses;
- Obtain signed contracts, deposits and final invoicing following events.

Knowledge, Skills and Abilities (typically required of the position):

- Familiarity with the technical aspects of theater and/or significant experience/education in theater management is preferred;
- A sense of humor and stamina;
- Dedication to the role of the arts in social justice, youth and community development;
- Familiarity with Mac Operating System, Microsoft Excel, Microsoft Word, and google calendars;
- Strong written and verbal skills and ability to communicate with a diverse audience;
- Ability to lift 35 pounds;
- Knowledge of best human resource practices to effectively supervise staff;

Minimum Requirements

Education and Training:

- A minimum of five (5) years of production experience working in a similar organization or theatrical environment
- Demonstrated experience and background in production management and budget administration

Other Requirements:

- Current valid CA driver's license and ability to drive a car when needed;
- EBCPA strives to be a safe and healthy work environment for our staff, students and visitors, including free from the exposure to COVID-19. As a condition of employment, all EBCPA staff are required to be fully vaccinated (2 shots) for COVID-19. Therefore, all candidates must provide proof of being fully vaccinated against COVID-19 before they begin their work assignment;
- Must successfully pass a comprehensive Criminal Background Check;
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.

Supervision

Supervises 10-20 part time, seasonal production and technical crew staff

Work Schedule (30 hours per week)

Monday through Friday, 12pm - 6pm. Must be able to work weekends and evenings as needed.

Compensation: \$30 - \$35 per hour (DOE)

Application Process:

If interested, please submit the following documents to Deborah Preston, Director of Human Resources: Deborah.preston@eastbaycenter.org

- Resume and cover letter as a Word or PDF document
- A list of three professional references
- Please include in the subject line: PRODUCTION COORDINATOR

Please note that failure to submit the required documents may disqualify you from further consideration.

East Bay Center for the Performing Arts is an Equal Opportunity Employer