

Soho Repertory Theatre
Job Announcement and Description: Producing Fellow

Soho Rep seeks an individual with an interest in production and theater management as their new Producing Fellow. The Producing Fellow will support the Associate Producer, Production Manager, and additional office staff throughout the 2022/2023 season with all aspects of the theater's programming. The intent of this position is to give a young theater professional hands-on experience and mentorship in theater producing and production through the support of various projects throughout the company. They will report to the Associate Producer and work closely alongside the entire collaborative and energetic Soho Rep team.

Soho Rep is an award-winning off-Broadway theater that is known for producing and developing ambitious, socially relevant, cutting-edge new work by writers like César Alvarez, Christopher Chen, Jackie Sibblies Drury, debbie tucker green, Aleshea Harris, Lucas Hnath, Branden Jacobs-Jenkins, Mara Vélez Meléndez, Daniel Alexander Jones, Hansol Jung, and Young Jean Lee. We strive to make our administrative office reflect the values of our onstage work and share a commitment to high standards, innovation, and collaboration. For more information about Soho Rep please visit sohorep.org.

This is a part-time, season long position with an hourly rate of \$15/hr plus a monthly metrocard. On a weekly basis, we are looking for 20-24 in person hours based on the candidates availability, including some weekend and evening work. Their approximate start date is flexible, with the goal of onboarding mid-September. Employment will continue through June of 2023.

The Producing Fellow's day to day will involve a mix of tasks between our theater at 46 Walker Street and office at 401 Broadway. Examples include:

- Assisting in general management functions as necessary to support the small staff of Soho Rep
- Collaborating with Associate Producer and Production Manager during key moments in the Production calendar, such as First Rehearsals, Load In, Tech, Opening, Closing, and Strike
- Supporting the Associate Producer with company management duties
- Supporting the production of special/auxiliary events, such as post-show discussions, affinity nights and 99c Sundays
- Teaming up with the Development department to support the needs of Opening and Closing Night celebrations
- Gathering and delivering essential items to and from rehearsals as needed
- Attending regular all-staff meetings

Qualifications:

The ideal candidate will be:

- Someone with an interest in producing, production, or theater management
- A strong communicator with the ability to navigate relationships with care and cultural competency
- A self starter who is proactive and takes initiative
- Someone who thrives in a dynamic, often-fast paced environment and who can navigate changing circumstances with positivity and a sense of humor
- Proficiency in or strong desire to learn Google Suite, Microsoft Suite, and CRM Systems
- Someone who is passionate about the mission and core values of Soho Rep and can embody and represent these values to artists, audiences and the community which includes a dedication to anti-oppressive and anti-racist practices in the theater and beyond

Soho Rep makes theater that strives to create radical empathy between people. We strongly believe that radical and empathetic work can only be made in an equitable and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. We strongly encourage candidates of color and transgender or non-binary candidates to apply.

To apply, please send a resume to jobs@sohorep.org. Indicate "Producing Fellow" in the subject line of your email. In your email, please include a brief paragraph describing your interest in this role alongside specific reasons for wanting to work at Soho Rep, and state your general availability for in-person work (20-24 hours/wk),.