

## **HERE Gala Producer 2023**

From our home in Lower Manhattan, HERE builds an inclusive community that nurtures artists of all backgrounds as they disrupt conventional expectations to create innovative performances in theatre, dance, music, puppetry, media, and visual art. By providing these genre-blending artists with an adaptive, flexible home for developing and producing their work, we share a range of perspectives reflective of the complexity of our city. HERE welcomes curious audiences to witness groundbreaking performances, responsive to the world in which we live, at free and affordable prices.

HERE is an Equal Opportunity Employer who strives to create an equitable, diverse, and inclusive home in which all people have fair access to the resources they need to realize their visions. We acknowledge structural inequities that exclude individuals and communities from opportunities based on race, gender, disability, sexual orientation, class, age, and geography, and seek to counter those inequities in our work. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status. We recognize that no one person will likely encompass all of the experience and qualities that we are seeking; thus, we welcome applicants with varied backgrounds, different applications of skills, and those who may not have conventional resumes.

### **JOB DESCRIPTION**

The Gala Producer works closely with HERE's Development Director, Managing Director and Founding Artistic Director to plan and execute all aspects of the Gala including but not limited to; scheduling, budgeting, performer and designer communications, and venue/vendor communications. HERE's 2023 Gala will be held in late May/Early June this year, with a guest list of approximately 200-280 people.

### **NOTABLE RESPONSIBILITIES**

- Meeting with the HERE Staff in early February, and then more regularly starting six weeks prior to the event.
- Assisting HERE's Founding Artistic Director and Production Manager with communications with the Environment Designer for the event, and the coordination or Environment Design of the event in order to prepare for smooth and efficient load-in and strike at the venue the day of the event;
- Collection and oversight of the performing artists' technical and personal requirements for the performances scheduled for the event and communication with the team at HERE about those needs;
- Be the liaison between Gala vendors and performers and HERE's General Management department to ensure that any necessary contracts are issued and payments made per the terms of the agreement;

- Communicating with HERE's Development Director and Managing Director about sponsorship relationships established for the events and then liaising with food/liquor sponsors to ensure timely delivery of product on the day of the event;
- Taking over the communications and liaising with the event caterer and managers in the final month leading up to the event in order to:
  - Assist with the final selection of the menu, supervise the floorplan, oversee the set-up of the event space, delivery of the correct menu, and quality of service on the day of the event.
- Communicating with the Development Director and Managing Director about staff needs for the event and then sharing oversight of all volunteer staff in the final weeks leading up to the event and on the day of the event;
- Liaising and working with HERE's production manager, the event stage manager, and event's crew to ensure the timely delivery of any design materials, set up, run of evening and final strike/breakdown;
- Line producing all aspects of event day of, including providing run of show timing, and overseeing performances and run-of-day activities with all participating venues, staff and artists;
- Working in collaboration with the HERE staff to communicate and execute any requests of the performing artists for the day of the event;
- Distributing any gifts to the performing artists involved in the event.

#### **HELPFUL SKILLS**

- Interest in collaborating and working closely with HERE'S Staff;
- Previous theater or event producing experience required;
- Ability to juggle multiple tasks and reprioritize within a rapidly changing environment;
- Self-starter, organized, disciplined and highly detail-oriented;
- Excellent interpersonal skills and ability to work both individually and as part of a team;
- Excellent oral and written communication skills;
- Flexible personality with a sense of humor strongly preferred.

#### **SALARY & BENEFITS**

This is an independent contractor role that pays a flat fee of \$3,000.

#### **START DATE**

Beginning in January 2023, for 6 months with a full-day commitment required on the day prior to and day of the event.

#### **TO APPLY**

Please send your work sample and resume to HERE's Managing Director at [lesley@here.org](mailto:lesley@here.org) and include your last name and the position title in the subject line: for example, "Jones – Producer." Include your work sample and resume as attachments titled "YourNameSample" and "YourNameResume."

## **ABOUT THE ORGANIZATION**

Since 1993, HERE has been one of New York's most prolific producing organizations, and today, it stands at the forefront of the city's presenters of daring new hybrid art. HERE supports multidisciplinary work that does not fit into a conventional programming agenda. Our aesthetic represents the independent, the innovative, and the experimental: HERE has developed such acclaimed works as Eve Ensler's *The Vagina Monologues*; Basil Twist's *Symphonie Fantastique*; Basil Twist and Joey Arias' *Arias with a Twist*; Hazelle Goodman's *On Edge*; Young Jean Lee's *Songs of The Dragons Flying To Heaven*; Trey Lyford & Geoff Sobelle's *all wear bowlers*; Faye Driscoll's *837 Venice Boulevard*; Taylor Mac's *The Lily's Revenge* and original musical and dance works created and directed by HERE Co-Founder and Artistic Director Kristin Marting.

The New York Times has called HERE "one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow." Indeed, HERE has become successful at creating a new kind of arts enterprise — the collaborative multi-arts center. In 25 years, we've supported over 14,000 artists and attracted over 950,000 arts patrons. We aim to integrate art into daily life and engage our community's needs and interests on as many different levels as possible in order to ensure our regular presence in their lives.