



MISSION AND HISTORY

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.

Founded in 1993 by four artists — Kristin Marting, Tim Maner, Barbara Busackino, and Randy Rollison — HERE was envisioned as a welcoming, safe environment that could attract and launch a variety of artists. Over the past 26 years, HERE has been home to such acclaimed artists and works as Eve Ensler’s *The Vagina Monologues*, Basil Twist’s *Symphonie Fantastique*, Taylor Mac’s *The Lily’s Revenge*, as well as works by Founding Artistic Director Kristin Marting. We have produced and presented over 1,200 original works; served over 15,000 artists; and welcomed over 1,000,000 audience members.

Work and artists at HERE have received 16 OBIE Awards, 2 OBIE Grants and a CUNY Booth Award for artistic achievement, 2 Berilla Kerr Awards, 4 NY Innovative Theatre Awards, 2 Bessie Awards, 1 Pulitzer Prize, 1 Pulitzer nomination, 6 Drama Desk nominations, and 2 MacArthur “Genius Grant” Fellowships. HERE remains on “Best Off-Off Broadway” theatre lists across New York City.

With its three performance spaces, two galleries and café, all in one downtown space, HERE Arts Center has become a bustling creative nexus for emerging artists and their audiences.

HERE 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. Through mindful actions on sustainability and regenerative practices, we work toward climate justice, and a safe, livable planet for present and future artmakers and audiences.

Visit [HERE.org](https://www.here.org) for further information.

The Opportunity

HERE is seeking a part-time **Contracts Manager** to manage agreements for HERE's theatrical productions, theater rentals, and other artistic programming.

HERE is currently preparing for a leadership transition from our Founding Artistic Director to a three person shared leadership team including Amanda Szegowski, who has been with HERE 13 years. The Contract Manager will be part of building HERE's future, and will participate with HERE board members, staff, and artists in a unique process guided by organizational transition consultants.

The Team

An integral part of the General Management team that manages operations (financial, legal, human resources, office, and front-of-house functions) at HERE, the Contract Manager reports to the General Manager. They collaborate with Arts FMS, an external finance firm, and the Audience Services Manager to exchange and organize information, coordinate best efforts, and improve processes in a fast-moving environment.

The Responsibilities

Contract Management: (20-25 hours/wk - \$27/hr)

- Manages the entire contracting process: tracks, drafts, negotiates, routes for signature, files contracts, and updates contract templates required for HERE's theatrical productions, theater rentals, and other artistic programming.
- Produces a high-volume of signature-ready contracts in a timely manner, responds to requests for information, coordinates with the General Manager to thoughtfully prioritize tasks, and provides regular status updates.
- Applies curiosity, analytical thinking, and attention to detail to communications with the HERE programming team, production team, artists, and agents. Seeks to understand expectations of all parties, to anticipate complications and next steps, to connect outside parties to the appropriate HERE team members, and to document details with accuracy.
- Utilizes knowledge of theatrical production and a strong command of English to compose clearly written agreements and emails, and participates in productive meetings in person, over the phone, and virtually.
- Accurately documents information for payments due to and from contracted parties in coordination with Arts FMS.
- Creates contractual complimentary ticket tracker for company members on all HERE shows and shares with Audience Services Manager to execute.

- With direction from line producer, books and communicates travel and hospitality arrangements for HERE show company members.
- Other duties as assigned by General Manager

Work Hours, Physical and Technical Requirements

- HERE uses a variety of digital applications and the Contract Manager will be expected to work proficiently in Google Workspace (GMail, Docs, Sheets, Forms, Drive), Slack, Microsoft Word, and Signwell.
- A hybrid work schedule that combines remote and in-office work is allowed; however, HERE does not provide computers for remote work and staff are required to own and maintain secure computers if they choose to work off site. HERE provides shared desktop Apple computers for use by staff on site in the office.
- The HERE office is located on the basement level, down a flight of 17 steps. The accessible building entrance is located approximately 50 feet from HERE's entrance, where an elevator provides access to a lift, which must be operated by an additional staff member, into HERE's basement space.

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 and different applications of skills. We are committed to creating a diverse and inclusive environment and are proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applicants 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.

Benefits

HERE's part-time employees who work more than 20 hours per week for at least 26 weeks in the year will receive 56 hours (equivalent to 7 days) of paid time off during their first fiscal year with us. Additionally, they will accrue an extra 8 hours (equivalent to 1 day) for each subsequent year they remain with the company as a part-time employee.

Anticipated Start Date: March 2024

To apply: Please [click here](#) to complete a short application form and submit your resume.