



JOB DESCRIPTION: Producing Assistant

Job Title: Producing Assistant

Reports to: Associate Artistic Director

Department: Artistic / Producing

FLSA Classification: Full-Time, Non-Exempt

Wage / Compensation: \$15.69-17/hr

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are **STRONGLY** encouraged to apply.

General Statement of Job Function: The Producing Assistant will exercise independent discretion and initiative in providing administrative support to the Associate Artistic Director and Artistic Director. Duties consist of managing day-to-day operations of the Artistic & Producing department while coordinating artistic, business and professional activities.

Primary Duties & Responsibilities:

- Provide administrative support to the Artistic & Producing Department as follows:
 - Manage daily workflow, including schedule managing, prioritizing of calendar and communications (mail, voice, email) with minimal supervision
 - Coordinate Producing & Artistic department calendars, including organizing internal and external meetings, incorporating professional scheduling.
 - Manage travel and itineraries for the Producing & Artistic department and visiting artists not directly associated with Goodspeed productions.
 - Manage business credit cards for the Associate Artistic Director.

- Assist the Associate Artistic Director in New Works and New Artists Development by:
 - Receiving, cataloging, reviewing, and creating written reports on scripts submitted to the theatre as directed.
 - Assisting the Associate Artistic Director in the management of the Festival of New Musicals
 - Assisting the Associate Artistic Director in the management of the Mercer Writers Grove
 - Assisting the Associate Artistic Director in identifying and tracking new musical theatre work in development outside of Goodspeed.
 - Identifying and tracking new musical theatre work and new musical theatre writers worthy of development by Goodspeed.

Other Duties as Requested:

- Perform general clerical duties for Associate Artistic Director including but not limited to photocopying, faxing, mailing, and filing.
- Identify candidates for Producing Intern, and assist in hiring process.
- Supervise the Producing Intern.
- Assist the office of the Artistic Director as needed
- Other duties as assigned by the Associate Artistic Director.

Required Qualifications & Skills:

- Extensive knowledge of existing musical theatre canon and of emerging writers and work.
- Knowledge of musical theatre production
- Experience with classic and new musical theatre development and production
- Strong dramaturgical skills
- Respect for Goodspeed’s mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre.
- A demonstrated ability to plan and manage multiple priorities within strict deadlines.
- Excellent, professional verbal and written communication skills.
- Willingness to collaborate, problem-solve, make decisions, and act within established policies and procedures.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, confidentiality, diplomacy, and tact; seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty.
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity.
- Must possess a valid driver’s license, a clean driving record, and must have reliable transportation.
- Ability to work some nights and weekends required.

Preferred Qualifications & Skills:

Employee Acknowledgment / Date

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