**Job Description:** Associate Artistic Producer  
**Program/Department:** Production  
**Reports To:** Producing Artistic Director  
**Classification:** Full-time

**Position Summary:** East West Players invites applications for the position of Associate Artistic Producer. The Associate Artistic Producer reports to Producing Artistic Director, Snehal Desai and works closely with the Director of Production Andy Lowe and many other internal and external stakeholders. This position is the key communications and logistics hub of the Artistic Producing Department and collaborates in creating the conditions for high quality, inclusive productions, workshops, special artistic programs and civic conversations.

**Compensation:** Annual Salary of $60,000-$65,000 plus standard company health benefits and paid time off. This is a full-time, exempt position.

**Key Responsibilities:** The responsibilities, competencies, and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.

**Artistic Contracting and Relationships**
- Work with the Finance/HR Manager on the onboarding process of directors, choreographers, musical directors, musicians, actors, and special consultants from availability checks through hiring in accordance with all federal, local, and union rules and procedures
- Execute creative team contracting and clearly communicate contractual obligations to relevant departments
- Represent EWP with union affiliates and hold responsibility for maintenance of those union agreements
- As needed, represent EWP with co-producing partners

**Financial Management**
- Participate in artistic budget planning and management processes
- Maintain and track expenses for artistic projects

**Producing Support**
- Manage licensing for use of copyrighted material in productions
• Execute line producing functions for specific projects and/or shows as assigned by Producing Artistic Director
• As a member of the Artistic Staff, cover external performances, scout artists in the field, and participate in internal artistic meetings, delivering opinions and recommendations
• Facilitate interdepartmental communication across productions, workshops, and programs
• Facilitate artistic relationships as needed for special events with Development and Marketing

**Required Competencies**

• Cultural Competency: An understanding of Anti-Racism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds.
• Project Management: The ability to understand and design both the strategy and operational aspects of a project, the ability to manage multiple competing priorities.
• Relentless Curiosity: The ability to productively question the status quo and engage in solution-oriented, systems-thinking.
• Resource Management: The ability to optimize human and financial resources in keeping with core values, and to monitor and forecast program income and expenses with well-reasoned accuracy.
• Communication: The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication and public speaking.
• Relationship Management: Excellent social skills with an emphasis on building and maintaining meaningful and reciprocal relationships.
• Attention to Detail: The ability to work methodically to achieve thoroughness and accuracy when accomplishing a task.

**KEY EXPECTATIONS FOR JOB PERFORMANCE**

• Draw on unique lived experience to help inform artistic practices and policies
• Demonstration of solution-oriented thinking and problem-solving skills
• Work both independently and collaboratively to manage key components of the organizational producing function
• Enthusiasm for spreadsheets and systems

**To Apply:** This position is available to start immediately. Qualified candidates are encouraged to apply early. Please send a cover letter, resume, and salary requirements via email to team@eastwestplayers.org. Please include “Associate Producer” in the subject line. Incomplete applications will not be considered. No phone calls please.

**An Equal Opportunity Employer:** EWP provides all persons with equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, national origin, age, veteran or marital status or any other characteristic protected by federal, state, or local law.