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# THE SHED

THE **BLOOMBERG** BUILDING  
545 West 30th Street  
New York, NY 10001

## Job Description: Open Call Performance Producer

### About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

### About the Position

The Shed's Open Call Performance Producer plays a critical role in all aspects of the planning, management, execution, and evaluation of *Open Call*, The Shed's large-scale commissioning program for NYC-based early-career artists that reflects a diverse range of disciplines, backgrounds, identities, abilities, and sensibilities.

*Open Call* will occupy various spaces at The Shed in the summer of 2022, including our galleries, black-box theatre, and other flexible spaces throughout the building. Before the public presentation, The Shed will provide artists with development residencies at The Shed's Tisch Lab in the fall of 2021 and the spring of 2022.

This role will report to the Director of Civic Programs and be a key member of a larger team tasked with supporting these NYC artists through their creative and presenting process, as well as engaging NYC audiences, centering representation, inclusion, and equity in relevant and meaningful ways.

### Key responsibilities include, but are not limited to

- Oversee and manage day-to-day administrative support of *Open Call*, including research and development (artists, collaborators, partners, mentors, etc.); budget creation; project checklists; timelines; production schedules, etc.
  - Manage all logistical and production needs related to *Open Call*, including tech riders, floor plans, stage plots, equipment rentals, and any other needs in collaboration with Production, Facilities, Operations, and VX teams
  - Be the main point person for artists, and advance artist management and artist services, space set-up, chaperoning, logistics, food and beverage, correspondence, communication, and scheduling
  - Draft and issue artists' and other agreements related to the programs, as needed
  - Request and track payments and financial records for all associated artists, collaborators, and production expenses, in close collaboration with the Finance Department
  - Facilitate the creation of all program marketing materials and collaterals, in close collaboration with Marketing and Communications and Editorial Departments
  - Liaise as needed with such other Shed departments as Marketing and Communications, Finance, Development, Editorial, Human Resources, and Curatorial, in consultation with the Director of Civic Programs
  - Design and manage evaluation tools and reporting systems, as needed
  - Schedule, be on-site for, and lead as needed meetings, rehearsals and performances
  - Other duties as assigned
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## **Qualifications and Qualities**

- Bachelor's degree or equivalent experience required
- Five or more years of professional experience in managing commissions (both performance and visual art)
- Two to three years of experience managing a small team
- An understanding of disciplines represented at The Shed: performing arts (including dance, theater, performance), visual arts (all media), music, literary arts, film, fashion, design, as well as interdisciplinary and new-media work
- Experience working with artists, fabricators, shippers, art installers; knowledge of art fabrication methods and processes
- Ability to work on various projects at any given time, in various stages of development, in a fast-paced environment
- Strong organizational skills
- Outstanding communication (written and verbal) and negotiation skills; diplomatic attitude
- Excellent attention to detail and ability to problem solve
- Ability to work flexible hours, including evenings and weekends

## **Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

## **Application Process**

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

**Please note:** The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.