



Assistant Producer

Status: Full-time Exempt

Supervisor: Co-Artistic/Producing Director & Managing Director

Horizon Theatre Company, a 35-year old, mid-sized contemporary theatre committed to commissioning, development, and production of new work in Atlanta, seeks a full-time Assistant Producer with an interest in a career in theatrical producing. This position will assist in producing all Horizon plays, education programs, play development projects and community engagement initiatives. Main areas of emphasis will be administrative support for Horizon productions, coordinating casting and literary submissions, and managing education and community engagement. Required: undergraduate degree, plus minimum 2 years post-college professional theatre experience. Salary \$30,000 annually with benefits. Position mainly day hours but flexibility with evenings and weekends required.

Overview of Duties: Assist Co-Artistic/Producing Director in any areas needed for mainstage and family series seasons. by managing casting and literary work for main stage and family seasons; support Community Engagement initiatives in support of productions; produce family series show, *Madeline's Christmas*; and assist as needed in development of other education programming.

Desired Qualifications:

- Background in professional theatre (familiarity with the Atlanta theatre community preferred)
- BA or higher in theatre, communications, or related area
- Minimum 2 years post-college experience either in professional theatre production OR 2 years post-college experience in admin, communications, and/or public relations with undergraduate degree in theatre
- Superior organizational and multi-tasking skills
- Excellent writing and communication skills
- Interest in creative ways to reach and develop new audiences
- Ability to thrive in a fast-paced, high pressure environment
- Must take direction well but, once trained, work independently and/or supervise small teams of employees or volunteers

Interested candidates should send a letter, CV or applicable resumes, contact info for 3 references to Jobs@horizontheatre.com. No phone calls. Please put ASSISTANT PRODUCING MANAGER in the subject line. Attached documents should be Word compatible or PDF.

Casting Responsibilities

- Prepare audition notices and email to Actors Equity as required for shows
- Coordinate with artistic team to schedule all audition calls and callbacks for shows
- Pull lists for casting consideration
- Choose script sides for auditions and callbacks
- Run audition calls and recruit readers
- Manage correspondence with all actors (invites, updates, conflict negotiations and thank-you's)
- Maintain clean and updated excel spreadsheet of all actors and hard copies of headshots/resumes
- Recommend actors to colleagues requesting casting assistance
- Manage and respond to actor submissions
- Attend other Atlanta theatre productions and new talent showcases to expand professional contacts and knowledge in Atlanta theatre community

Literary Responsibilities

- Assist in season research, tracking other theatres' seasons and notable new works/playwrights
- Coordinate acquisition of perusal scripts
- Read and evaluate scripts to be considered for the mainstage season, solicit another reader if desired and compile response sheets for presentation to Artistic Director
- Assist in applying for rights as requested
- Manage incoming submissions and letters of inquiry
- Attend readings and workshops of new plays by writers whose development we are following

Community Engagement

- Develop and execute artistic, education and other programs that deepen the experience of the play for audiences and emphasize the "liveness" and "intimacy" of the Horizon experience while focusing on important social issues
- Pitch and build relationships with thematically appropriate groups, organizations and associations
- Help develop new and diverse audiences through a variety of grassroots and other promotional means
- Creating programs that raise Horizon's profile in the community, positioning us as a community leader and resource.

Education Support

- Produce the annual Family Series co-production with Atlanta Children's Theatre of *Madeline's Christmas*. Duties include, but are not limited to:
 - CASTING: schedule, promote and run auditions and callbacks; coordinate all casting and correspondence; follow up with families to acquire all necessary paperwork for participants.
 - PRODUCTION MANAGEMENT: liaison between Spring Mason and Horizon on calendar and schedule management, arranging community engagement events, photo shoots and cast parties; send weekly production email to all families involved with relevant info and requests; coordinate with Development Director to promote family and corporate sponsorships and donations.
 - VOLUNTEER MANAGEMENT: act as the direct contact for all parents and families involved in the production; solicit hosts for cast parties; recruit, assign, and schedule all volunteers for backstage and front of house.
- Coordinate and manage all details of the **Horizon In-School Playwriting Workshops**. Includes:
 - Recruiting partnering teachers in the school and communicating with teachers to determine needs
 - Recruiting playwright teaching artists, reviewing curriculum, liaison with the site teachers.
 - Preparing and maintaining assessment data
 - Preparing program grant materials and reports
- Assist as needed with organization of the Young Playwrights Festival, particularly in reviewing and scoring submitted works for admittance into the Festival and coordinating travel and lodgings for attendees.

General Administrative/Artistic Support

- Liaison between admin staff and production team in pre-production, assisting stage management with rehearsal scheduling, actor conflict calendars, and contact sheet
- Attend Horizon weekly Staff meetings and Horizon board meetings as needed
- Assist as needed the director of Horizon's Apprentice Company, particularly during recruiting period and in any joint involvement with productions
- Prospect and recruit new designers, directors, choreographers, music directors, musicians, technicians and administrators by actively observing the Atlanta theater scene
- Manage all Suzi Award needs and requests

- Assist in all areas of administration and producing, as assigned. Duties may include community engagement, marketing, development, human resources, production management, educational programming, and special events, as assigned. Assist with other dramaturgical, public relations and marketing duties