



UMBRELLA PROJECT



Associate Producer

Reports to: Director of Engagement + Umbrella Project Founders
10 hours/week

Summary: The Associate Producer works with Umbrella Project to further their presence within the theatrical+ community of Seattle, and to move projects and practices forward. The Producing Associate may also contribute to the administrative side of Umbrella Project, attending meetings and keeping minutes, constructing organizational tools and maintaining project management, as well as acting as an advocate on behalf of Umbrella Project in different capacities.

Responsibilities:

Event Production + Network Building

- Assist UP Founders on new play development projects, including attending meetings, maintaining task management, and providing administrative support
- Assist UP Founders on curating Umbrella Project involvement in network + community events
- Assist with written correspondence for production, reaching out to artists + organizations as necessary
- Lead on-site event management, acting as location liaison and runner on a case-by-case basis
- Execute preliminary budget + imbursement materials for Shunpike
- Attend scheduled meetings as a company and with respective members of the team
- Act as a consultant on new work. Provide producing perspective, work with a project dramaturg to craft logistical game plans, and monitor production elements, schedules, budgets, etc.
- Depending on experience, the Producing Associate may be assigned to their own projects or may assist until they are ready to take on projects of their own

Administrative Duties

- Assist Director of Operations with project management duties
- Evaluate projects + programs submitted to UP for assessment from Founders
- Maintain organizational spreadsheets for projects + programs

- Monitor task completion from UP members
- Attend network new play events on behalf of Umbrella Project

Other Responsibilities

- Option to participate in script analysis
- Option to write for the Umbrella Project blog
- Stay up to date on the local + national conversation around new play development
- See readings and productions in Umbrella Project network and report to the team

Qualifications:

- Experience and/or focused interest in event + project production
- Excellence in time management
- Realistic mindset of project deadlines + outlines
- Ability to work within or under a set budget
- Knowledge of Google Drive, Mail, Slack, and other computer programs
- Strong reading, writing, and editing skills
- Detail-oriented, independent worker
- Open written + verbal communication skills
- Laptop + reliable transportation a plus

TO APPLY: Send a resume and work samples to Gavin Reub at greub@umbrellaprojectnw.org.

This is a volunteer position at this time. We hope to offer competitive stipends in the coming year.

Umbrella Project expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Umbrella Project is dedicated to Anti-Oppression and Equity.