

NATIONAL ALLIANCE FOR MUSICAL THEATRE
30th Annual Festival of New Musicals
Line Producer Job Description

The Line Producer for the National Alliance for Musical Theatre is a part-time position that will report to the New Works Director, General Manager and Associate General Manager for the 30th Annual Festival of New Musicals, scheduled for October 25 and 26, 2018. Contract will commence on July 23 and end on November 1, 2018 (or whenever duties below have been completed and approved by management). This is a part-time, temporary position with no benefits and will be paid as an independent contractor. National Alliance for Musical Theatre is an Equal Opportunity Employer.

Each Line Producer will be assigned a set of 4 shows that will all share the same stage at New World Stages to line produce.

Pre-production Responsibilities include but are not limited to the following:

- Work closely with the New Works Director and GM team to ensure a great pre-production, rehearsal and presentation process.
- Act as liaison between creative teams on four assigned shows and the New Works Director on administrative and producing needs, including (but not limited to) casting, information collection, ticketing requests and staffing.
- Act as liaison between creative teams and General Management.
- Attend key dates, including, but not limited to: Official Festival production meetings at New World Stages, sound check dates (Monday, October 22), performance dates (October 25 and 26) and load out (Monday, October 29).
- Working with New Works Director, prompt show consultants and creative teams to complete tasks assigned to each show in a timely and efficient manner.
- Collect all applicable Actors' Equity Association paperwork from Stage Managers to give to Production Supervisor, including photography release forms and signature pages.
- Promptly collect and keep up-to-date all contact sheets.
- Be on-site at rehearsal for at least 3 hours a day when rehearsals are in session, in collaboration with the other Line Producer and the Production Supervisor. Rehearsals are likely to start around October 11 and will be during the day, mostly during the week.

Festival Responsibilities include but are not limited to the following:

- Assist General Manager and Associate General Manager with load-in and load-out of festival equipment.
- Serve as the venue coordinator for four productions/events in assigned venue.
- Serve as on-site contact for creative teams at Festival to confirm that entire teams are on site, as well as ready to perform in consultation with the Production Supervisor.
- Serve as on-site contact between the Festival and outside staff, artists and venue.
- Manage stage changeovers between presentations with ushering talent off/onstage and setting up/breaking down of equipment.
- During the Festival, the Line Producer will report to the General Manager, Associate General Manager and the New Works Director.

- Attend a post-festival meeting.
- Other duties as assigned.

Required Skills:

- Knowledge of AEA stage reading guidelines and policies
- Experience balancing multiple schedules for concurrent events
- Maturity and professionalism to represent NAMT to well-known artists
- Flexible schedule October 11-29, 2018
- Working well under pressure
- Ability to lift equipment up to 50 lbs and walk up to 100 ft unassisted, as needed
- Excellent personnel skills to represent NAMT to vendors
- Willingness to get your hands dirty and pitch in when needed

Workload/Schedule

- July-August: 5 hours per week
- September –October 7: 10 hours per week
- October 8-14: 20 hours per week
- October 15-21: 40 hours per week
- October 22-26: Full days

Compensation

This position will report directly to the New Works Director. The position is part-time and temporary. The position will be paid \$1400 flat fee and will not receive social security and unemployment insurance benefits. No health benefits or paid time-off are included. Payment will be issued \$500.00 upon signing the contract, \$500.00 on September 4 and \$400.00 upon completion of the Festival and post-mortem documentation. Payments will be paid by invoice from the contracted employee containing mailing address and social security number.