

Mo`olelo Performing Arts Company

Seasonal Associate Producer

Job Description

April 6, 2008

Mo`olelo Performing Arts Company, a 501(c)(3) nonprofit theater corporation, is searching for a Seasonal Associate Producer for our upcoming production of *Night Sky* written by Susan Yankowitz and Directed by Siobhan Sullivan.

This is a seasonal, full-time, project-related position running from July 1, 2008 – September 30, 2008, unless earlier terminated. This is an “at-will” employment position. Pay is \$2,500 per month. The Associate Producer will report to the Artistic Director of Mo`olelo, and will be responsible for all Front-of-House production duties including, but not limited to:

Patron Services

- Front of House Management & Customer Service
 - Staffing each performance, from two-hours prior to curtain set up to end of performance clean up
 - Coordinating and training volunteers and ushers for each performance
 - Front of house signage, concessions, playbill inserts, etc
 - Handling Reserved and Late Seating at each performance
 - Interfacing with audience
 - Collecting audience response cards
- Box Office Management
 - Phones
 - Single ticket reservations
 - Group Sales
 - Goldstar
 - Media and VIP reservations
 - Company and Industry comps
 - Booking school performances and pre- and post-show workshops
 - Staffing box office at each performance
 - Preparing Box Office Reports
- Special Events
 - Working with volunteers to organize and execute Opening Night Party
 - Coordinating front-of-house duties for Sneak Peek
 - Coordinating Client Appreciation receptions
 - Coordinating Post-Show Speakers in cooperation with Artistic Director
 - Coordinating rehearsal room visits for VIPs
- Pre-Show speech if necessary

Production/Admin

- Maintaining master production calendar and interfacing with Artistic Team, Board, Media, VIPs and other stakeholders
- Coordinating playwright's travel and accommodations
- Updating patron database as needed
- Assisting Artistic Director with contracts and paperwork as needed
- Prepare rehearsal room in cooperation with Stage Manager

- Prepare Company Welcome Packets in cooperation with Stage Manager and Artistic Director
- Prepare Project Report in cooperation with Artistic Director
- Assist Artistic Director with grant reports and sponsor thank yous
- Staff load-out and strike as needed
- Manage high school intern's duties as needed

Marketing, Sales & Outreach

- Organize and execute mailer stuffing
- Online postings and calendar announcements
- Assist Artistic Director with press releases as needed
- Stuff VIP and Media invitations and reservations
- Maintain Media & VIPS lists
- Assist Artistic Director with the assembling of press kits
- Media pitches as needed
- Interface with National Aphasia Association, San Diego Brain Injury Foundation and other partner organizations
- Make appearances to promote the production and ticket sales
- Selling tickets to individuals and groups
- Distributing postcards, flyers and posters
- Assisting Artistic Director with the maintenance of the production Blog

Required Qualifications and Skills

The successful candidate will be results-oriented and highly organized with exceptional customer service, communication, presentation, and leadership skills. Initiative, teamwork, and the ability to handle multiple tasks are requirements of this position as is a demonstrated track record of event coordination and sales. Must be able to execute planned Mo`olelo activities, obligations and meetings while also creating and developing new opportunities for the company. Must be able to work cooperatively with the public, management and production participants.

About Mo`olelo Performing Arts Company

Mo`olelo Performing Arts Company is a community-focused, socially-conscious, professional theater company. Our mission is to create new theatrical works based on research within various communities, produce lesser-known works by master and contemporary playwrights, and educate youth in all areas of theater. Our overall goal is to broaden the scope of San Diego's cultural environment by producing theater and education programs that are inclusive and provide greater representation of diverse voices, communities, and issues on stage and offer fresh and dynamic educational opportunities for our youth. Since our founding in 2004, Mo`olelo's operations have been labor-friendly, paying Equity wages and health insurance to local actors. And in 2007, as a natural extension of our socially-conscious operations, Mo`olelo researched and published GREEN Theater Categories & Sustainable Guidelines (<http://www.moolelo.net/mission/green.html>), a first step in identifying, implementing and exporting best practices for creating theater that does not sacrifice the environment and long-term health of our communities. "Mo`olelo" is the Hawaiian word for "story," and reflects our vision to tell powerful stories as diverse as the Islands of Hawaii.

Interested candidates should submit cover letter and resume by May 1, 2008 to:

Mo`olelo Performing Arts Company
Attn: Associate Producer

PO Box 710564
San Diego, CA 92171-0564

Email: jobs@moolelo.net
Phone: 619-342-7395
Fax: 619-342-7395

Company website: www.moolelo.net
Company blog: <http://mooleloblog.wordpress.com/>