



Behnke Center for Contemporary Performance

STREET 100 West Roy Street
Seattle, Washington 98119

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ASSOCIATE DIGITAL PRODUCER

General Information

Status: Full-time, non-exempt, salaried

Reports to: Artistic Director

Collaborators: Technical Director, Associate Producer, Production and External Relations teams.

Benefits: Medical, vision, dental, and life insurance. Generous paid time off including 12 holidays, vacation, and sick leave.

Compensation: \$41,000-43,000

ON THE BOARDS SEEKS ASSOCIATE DIGITAL PRODUCER

On the Boards, Seattle's home for contemporary dance, theater, and multidisciplinary performance, seeks a strong creative producer, well-versed in digital fluency and with excellent communication skills to become our Associate Digital Producer. This person is detail-oriented, creative, and has fresh ideas that will advance On the Boards' ability to work with artists in the digital and live-streaming realms.

As we rise to the challenges presented by Covid-19 and respond to state and county-wide public health protocols, we are also evolving avenues for presenting performance, and expanding our online presence. The Associate Digital Producer will be an active part in shaping On the Boards' next chapter and helping to contribute to its creative future.

JOB DESCRIPTION:

The role of Associate Digital Producer (ADP) has been created to build in-house expertise for presenting art online. We seek applicants experienced in creating one-of-a-kind live, recorded, or interactive online experiences, who are excited to work with performance-based artists from Seattle and all over the world. The areas of focus for the ADP are Artistic, Production, and Administrative.

Artistic:

- Creatively produce interdisciplinary live-streaming events and digital performances that fulfill On the Boards' mission.
- Contribute to organizational conversations about new strategies and ideas for OtB's future as it relates to digital programming and online experiences.
- Provide technical and informational assistance for creation and implementation of multi-media and virtual projects in partnership with the Curatorial and Production teams and artists.

Production:

- Serve as Lead Producer on all digital and live-streaming productions of performances, fundraising events, and public programs for On the Boards.
- Stage manage or serve as stage deck hand for all digital and live-streaming performances and special events.
- Work closely and collaboratively with Production and External Relations teams to ensure smooth communication for successful performances, public programs, or fundraising events.
- Work collaboratively with Production teams and External Relations teams to maintain and oversee audio and video archives for all performances and public programs.

Administrative:

- Employ expertise in digital programming and pre-production in service of effective and impactful online projects, including performances, programs, and events.
- Collaborate with Technical Director and Associate Producer to track and estimate software and equipment expenses for the Production Department budgets.
- Oversee administrative duties of digital and live-streaming projects, and assist the Associate Producer with coordination and project management.

General Qualifications:

- Working knowledge of live-streaming technology and other digital platforms for online streaming (OBS, Discord, Twitch, Stage Ten, Mixcloud, or any other platforms)
- A passion and deep curiosity for the future of digital performance and digital tools to connect art and audiences
- Experience with cross-browser and cross-device development and testing
- Familiarity with interactive media and practices based on user-centered and universal design
- Clear communication skills
- Effective project management or self-starter skills
- Ability to work within a small team of people with varying backgrounds and experience levels

Preferred qualifications:

- Working knowledge or experience of a theater, performance space, or music venue
- Proficient video production and editing skills
- Experience with CMS, particularly Drupal and Wordpress
- Some knowledge of theatrical lighting
- Experience with ADA accessibility guidelines a plus

ABOUT ON THE BOARDS

On the Boards is a 40-year-old arts organization located in Seattle, Washington. The organization owns and operates the Behnke Center for Contemporary Performance, located in Seattle's Lower Queen Anne neighborhood. The facility includes multiple art and performances spaces, including the 300-seat Merrill Wright Theater, a flexible Studio Theater, and four rented retail spaces.

OtB has, repeatedly, been the first art center in our region to introduce audiences to the world's most forward-thinking artists like Spalding Gray, Bebe Miller, Phillippe Quesne, The Wooster Group, Reggie Watts, Gisele Vienne, David Byrne, Laurie Anderson, Pat Graney, Crystal Pite, zoeljuniper, Anne Teresa De Keersmaeker, Dayna Hanson, and Dani Tirrell. This extraordinary roster of artists, among many others have played a vital role in On the Boards' history, and its reputation in the field as one of the best places in the country to develop, perform, and view contemporary performance.

On the Boards operates with a \$1.3 million budget and a staff of 12. Our programming includes regional and international commissions and performance presentations, in addition to new initiatives that center a diversity of artists and ideas. We also run OntheBoards.tv, an online publishing platform for ground-breaking artistic projects and contemporary performances and is used in all 50 states, 157 countries, and by thousands of students at over 125 universities worldwide.

On the Boards has a well-earned reputation for hitting above its weight.

MISSION AND VALUES

On the Boards invests in leading contemporary performing artists near and far, and connects them to a diverse range of communities interested in forward-thinking art and ideas.

We believe if we are successful in our work that we can grow our field, enrich people's lives, and contribute to civic and global dialogues.

We value:

- artistic risks while being fiscally responsible;
- leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
- racial and social equity, and accountability;
- provocative art as a vehicle to connect people of diverse backgrounds and perspectives
- our regional creative community as we engage with international artists and peers; professional and transparent management.

On the Boards fosters a space for transformative and critical discourse. Artists' ideas about racial justice, systemic power, and economic systems have the potential to transform lives, offer guidance and define safe space. On the Boards is a place for organizing and revolutionizing the way art is made, supported, and viewed. We believe in freedom of expression and honor artistic risk as an essential element of a civil society.

A NOTE ABOUT WORKPLACE CULTURE

On the Boards honors collaboration, respect, humor, and the humanity of its employees, Board members, and volunteers. We regularly acknowledge that life happens, friends and family are important, and that working in a small non-profit is much better with hard-working colleagues. On the Boards is made up, at every level, of individuals who collaborate to solve organizational challenges, represent our work in the community, and otherwise move our work forward in ways big and small.

On the Boards is committed to becoming an anti-racist organization, and we acknowledge that we have personal, professional, and institutional work to do in order to become more racially just and equitable. We are looking for team members who are excited to work collaboratively to advance anti-racist policies and engage in ongoing learning around that work.

SCHEDULE

Current Covid-19 health restrictions may necessitate the Associate Digital Producer to begin this position by working from home. Evening and weekend performance schedules will often require schedule flexibility. A balance of possible working-from-home and in-office flexibility is negotiable after the COVID-19 restrictions are lifted.

HOW TO APPLY

Please submit and cover letter and resume. If you have any questions email jobs@ontheboards.org with the subject line: "Associate Digital Producer." This job was posted August 18, 2020, we expect to begin scheduling conversations with candidates in September 2020. This position will be open until filled, with a desired start would be October 2020.

On the Boards is an equal opportunity employer and is committed to a diverse, accessible workplace, and to supporting our staff with ongoing career development opportunities. We are committed to removing barriers to employment that are faced by equity-seeking groups. Our building and offices are ADA accessible and we will make additional workplace and interview accommodations by request. BIPOC, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. Must have, or be willing to acquire, legal authorization to work in the United States.