

# New Native Theatre

## New Native Theatre is hiring an Artistic Producer

New Native Theatre (NNT) is expanding its staff to include an additional full-time Artistic Producer, to work closely with the Artistic Director and current Artistic Producers carrying out New Native Theatre's artistic programming.

NNT's mission is to create pathways into meaningful careers in the performing arts for American Indians from tribally affiliated backgrounds due to the historical deficits that have kept this community from being accepted in and succeeding in the theater and performing arts fields and from successfully using the tools of theatre in tribal communities.

If you have a goal to work with Native artists and community in an environment that prioritizes the strengths and ingenuity of indigenous peoples and want to apply innovative practices to break the mold of the American Theater's historic rigid practices; if you prioritize working to see Native artists and community succeed by encouraging their creative strengths stemming from their lived experiences in Native communities; if you have a strong world view and practice of maturity and self-care rooted in indigenous value systems; and if you want to use the powerful tools of theater to add to the strength of Native communities and tribal nations, then please consider applying for this full-time positions with benefits.

Candidates with event production experience are valued. Though candidates need not have a higher degree in theatre, an equivalent higher degree, or work experience in community, regional, tribal, and theatre settings or other arts discipline is expected. Past experience working with Native American community is required.

A strong attention to personal health and well being, self-care, emotional regulation, and a willingness to learn about trauma management in the workplace and arts field would be important for candidates to take into consideration in order to be part of and strengthen New Native Theatre's vision and mission. Excellent communication skills, ability to give constructive feedback, ability to hold courageous conversations, and emotional intelligence is required at all times.

This is a wonderful opportunity for personal growth and strengthening of a candidate's artistic craft, production, and leadership skills. It is an ideal position for someone wanting to base their career in an arts organization for the next 3-5 years minimum.

*This is an in-office position with opportunity to occasionally work from home; therefore, out of state applicants are only encouraged to apply if Minnesota is their primary state of residence. A moving expense stipend may be available to the right candidate.*

New Native Theatre is a new way of looking at, thinking about, and staging Native American stories. Visit our website at [www.newnativetheatre.org](http://www.newnativetheatre.org).

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## Job Description

Artistic Producer's main responsibilities are working with the Artistic Director and fellow Artistic Producer(s) to produce events, to program, to curate, and to carry out NNT's vision through artistic programming. This includes the day-to-day administrative responsibilities of event production, managing current programs and productions, and future planning of programming in collaboration with the NNT staff, hiring and supervising contractors, and the opportunity to create programming and carry it out based on the producer's area of expertise.

Successful candidates are committed to making theater with, by, and for American Indian constituents while successfully integrating that with the day-to-day responsibilities of its administration. Other expectations include cultivating meaningful relationships with Minnesota Native communities and local and national organizational partners.

Candidates must be detail oriented and knowledgeable about non-profit grant funding and have the ability to contribute material as needed, and knowledgeable about basic PR/Marketing and social media practices. Excellent verbal and written communication skills, financial literacy, budget creation, and ability to keep records to track programming success and areas of improvement is required.

Duties and expectations:

- Artistic Producers will be expected to lead theater productions and events. This includes all aspects of preparing a play production and events for the public. Duties may even at times include administrative duties such as Front of House coordination and creative work such as design and tech opportunities to those with that skill and desire to contribute creatively inside the events.
  - Should a candidate have expertise in an arts discipline that is not theater or event production, they will be expected to learn theater production and follow theater best practices. NNT is committed to working with and teaching theater practices to the right candidate.
- Contribute creatively to season program curation, such as working with new play development, developing innovative and relevant programming.
- Be vital link between tribal communities and NNT's artistic programming, which can include liaising with community and organizational partners.
- Collectively facilitate educational workshops and programming: including developing curriculum as needed, teaching artist duties and/or contracting teaching artists, and EDI (equity, diversity, and inclusion) consulting.
- Volunteer coordination (and contractor coordination) on all aspects of events and programming as needed.

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- Helping with and/or planning of receptions in conjunction with NNT programs and fund-raising campaigns, which would include working with volunteers, contractors, vendors, caterers, and food coordination.
- Writing contributing content to grants, tracking outcomes, evaluation.
- Contribution to PR plans and working with staff regarding:
  - Directed communication with NNT artists for PR and playbill creation, and team building activities.
  - Ensure communication with Native and broader audiences to attend NNT events.
  - Social media
  - Printed materials
- Communicate regularly and effectively with other staff about activities and seek support from appropriate staff.
- Represent the company at NNT endorsed community and endorsed broader events. Represent the company including speaking on behalf of the staff as directed.
- Work with and lead NNT artists (and artist ensemble) in team building, artistic, and educational activities.
- Maintain accurate email and mailing list.
- Data entry and filing.
- Keeping shared office space organized.
- Some merchandise inventory maintenance and sales.
- Occasional reporting to NNT's board.
- Undertake any other responsibilities as required.

### Requirements:

- A passion for and strong interest in the American Indian community, particularly in theatre and the arts; prioritize American Indian audiences and artists with all programming choices.
- Outstanding leadership and communication skills and confidence working alongside peers, established artists, and Native community at large.
- Able to prioritize NNT events and programming.
  - Must attend NNT events, which often take place weekends, evenings, and outside the regular work week.
- Demonstrated high emotional intelligence.
- Strong ability to engage confidently and pleasantly with a wide range of people.
- Effective time management skills.
- Highly organized.
- Detail-oriented.
- Self-starter.
- Flexible and adaptable.
- Ability to take responsibility.
- Positive thinking and attitude.

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- Able to prioritize and manage a complex work-flow.
- Proven understanding of work plans and theatre productions schedule.
- Ensure best practices and NNT policies are in place and adhered to at all times.
- Wide range of administrative experience.
- Basic knowledge of creative contractual agreements.
- Exemplary grammar and writing skills, ability to replicate NNT's communication standards.
- Some overnight travel, attending out state or national NNT events, productions, professional training, conferences for NNT events, and NNT associations (estimated maximum 4-5 times yearly).
- Understanding of New Native Theatre company and history.
- Speak passionately and knowledgeably about all aspects of NNT and support the mission and any objectives.
- Experience and knowledge of health and safety practices and its practical application in theatre.
- A demonstrated dedication to accessibility and inclusion in your personal leadership and artistic practices and a passion to continue to grow in these areas.
- Be willing to have courageous conversations.
- A team player who can be relied on to work independently.
- Ongoing commitment to learn theatre and self-care practices.

**This is not an entry level position.** Compensation: full-time salaried up to \$62,400 yearly with two weeks vacation (plus a winter break) and health benefits.

Hiring immediately.

Please send a Cover Letter/Artist's Statement highlighting:

- Your artistic creative vision, themes you explore most in your work, and why you want to reach Native audiences as a full-time employee in an arts organization.
- The ways you realize your artistic approach and style.
- Your desire to work at New Native Theatre.

Also include a work & artistic resume and any other helpful supporting material to the Artistic Director, Rhiana Yazzie at [rhiana@newnativetheatre.org](mailto:rhiana@newnativetheatre.org) by August 1, 2023 (**please note, hires may happen before this deadline, candidates are encouraged to apply early**). *Please no private messages via social media messaging services.*

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