



Penumbra Theatre Company seeks an **Associate Producer** to assist the Artistic Director in producing main stage and extension programming at Penumbra Theatre Company.

Penumbra's mission is to create professional productions that are artistically excellent, thought provoking, relevant, and illuminate the human condition through the prism of the African American experience. Founded in 1976, Penumbra Theatre is Minnesota's only professional African American theater. We produce a four-show season and several community outreach events annually. Penumbra is known for its signature ensemble aesthetic that plays powerfully in an intimate 250-seat thrust theater. Penumbra produces work from within the black theatre canon, both classics and commissions, including new play readings and workshops.

### **Associate Producer Position and Goals**

At Penumbra we use theatre to renew and reignite our sense of shared and personal responsibility in building healthy, vibrant communities. Producing artistically excellent work and promoting social justice while reducing racism are central to our mission. The Associate Producer will be responsible for creating and supporting existing programming and partnerships that foster community and give patrons an opportunity to "close the loop" between their emotional and intellectual engagement with the plays. This position reports to Artistic Director, Sarah Bellamy.

### **Producing Duties**

- Support Artistic Director in annual season curation including reading scripts, securing royalties, and budgeting.
- Work with Artistic Director and Production Manager to assemble creative teams.
- Guide projects from pre-production to performance.
- Coordinate calendar and facility management with the Production Manager.
- Oversee company engagement activities including an annual meeting, professional development and volunteer opportunities, historic preservation efforts, and community engagement activities.
- Facilitate artist and crew collaboration and communication.
- Create, or oversee the development of, evaluative tools to collect qualitative and quantitative data to demonstrate the impact of programming.
- Work with Artistic Director and Managing Director to develop and disseminate progress and impact reports for stakeholders and funders as needed.

### **Community Engagement Duties**

- Develop and administer budgets for engagement campaigns in consultation with the Artistic Director and Managing Director.
- Create activities in support of main-stage productions that foster cohesive community and a sense of belonging at Penumbra.
- Organize community action events for Penumbra to engage and cultivate donors, community partners, and volunteers who support Penumbra. Connect patrons to experiences that help them contribute to social justice issues about which they are passionate.

- Foster relationships with partner agencies, faith, arts, and community organizations, and area businesses that align with Penumbra’s mission, vision, and values to engage new audiences.
- Curate and facilitate post-play discussions in conjunction with Artistic Director.

### **Communications Duties**

- Increase public awareness of the significant contributions of African Americans in creating a diversified theatrical tradition and in realizing social change through partnerships, speaking opportunities, and community engagement.
- Act as Penumbra spokesperson when appropriate. Articulate Penumbra Theatre’s position as approved by Artistic Director on relevant issues to artists, patrons, and community partners verbally and through written documentation.
- Assist with the development and implementation of media and communications strategies in consultation with the Artistic Director and Managing Director.
- Prepare written materials including correspondence, reports, talking points, and media and advocacy documents as needed; distribute these to appropriate audiences upon approval from Artistic Director and Managing Director.
- Advocate for the health and sustainability of theatres of color.

### **Experience and Qualifications**

Although it is unlikely that any one individual will bring all of the qualifications and experiences listed below, the successful candidate will have many of the following attributes:

- Commitment to Penumbra Theatre’s mission, purpose and values.
- A smart, intellectually curious, strategic and creative professional with a Bachelor’s Degree (B.A.) from a four year college or university, three to five years related work experience and/or training; or equivalent combination of education and experience.
- Experience in theatre or advocacy required; volunteer or leadership development, media relations preferred.
- Excellent oral and written communication skills; including the ability to present materials or a position in a public forum with the ability to withstand opposition without losing positive composure.
- A multi-disciplinary thinker with excellent analytical skills and the ability to understand new concepts and complex subjects, to translate Penumbra Theatre’s mission and work to diverse constituencies, to solve problems and to exercise good judgment in a fast-paced environment.
- Ability to think strategically and to work without supervision and under deadline.
- Ability to work cooperatively and effectively with board, staff, and volunteers to accomplish program goals.
- Ability to prioritize work on a number of ongoing projects.
- Exceptional interpersonal, leadership, and communication skills.
- Ability to set priorities and organize concurrent projects, handle pressure, manage time effectively, exercise independent judgment and assume responsibility for reliable follow through.
- Self-starter with effective decision-making abilities.
- Ability to be a team player as well as a leader.
- Ability to effectively manage stress, multiple projects, and meet deadlines.

- Ability to deal with ambiguity and change, and to work effectively in a complex, dynamic organization.
- Commitment to exceptional work quality and standards.
- Principled, ethical, and professional.
- A high level of enthusiasm, energy, initiative and drive.
- Evening and weekend work is required.
- A sense of humor, perspective, and grace.

**To Apply**

The Associate Producer is a year-round, full time position. Penumbra Theatre Company is an Equal Opportunity Employer that values a diverse and inclusive environment. All applicants are welcome.

Please send your cover letter, resume, and three professional references. Include “Associate Producer” in subject line and email to: [jobs@penumbratheatre.org](mailto:jobs@penumbratheatre.org)

Applications will be reviewed immediately and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

**Job Details**

Salary Range: DOE

- Benefits: Yes
- Position Type: Full time
- Job Category: Artistic Producing