



ASSOCIATE ARTISTIC PRODUCER JOB POSTING

Position:	Associate Artistic Producer	Status:	Exempt
Department:	Artistic	Full/Part Time:	Full-Time
Reports To:	Artistic Producer	Annual/Seasonal:	Annual
To Apply:	Click Here To Apply	Deadline to Apply:	Friday, June 4 2021; ideal start date 7/6/21 (negotiable)

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of **Associate Artistic Producer**. Our mission is to ignite positive changes in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. *It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups.*

Position Summary: Milwaukee Rep is seeking an Associate Artistic Producer to join our staff. The Associate Artistic Producer will be responsible for managing and overseeing the Emerging Professional Residency (EPR) Program, providing support and strategic thinking to the Artistic Producer, supporting the Working Titled 53206 Project, and line producing several shows within our season.

Essential Duties and Responsibilities

- Work to uphold the mission and core values of the theater, with a raised consciousness towards equity, diversity and inclusion efforts.
- Manage the Emerging Professional Residency (EPR) Program, which bridges academic training and professional practice in a nationally respected, 54-year-old professional training program.
 - Organize and implement orientation activities and ongoing professional development, including workshops and auditions.
 - Supervise artistic residents in their day to day practice while providing professional guidance.
 - Develop and maintain affinity groups for EPRs, and act as resource and support for BIPOC residents
 - Structure and coordinate the EPR schedule.
 - Produce the Chicago Showcase. This includes helping EPRs find and polish material and directing the flow of the showcase as well as logistical needs such as space rental and organizing printed materials.
 - Be point person to coordinate with other departments managing EPRs.
 - Act as head of recruitment for the EPR cohort, and work with the Artistic Team to select a cohort of EPRs that meets the annual demands of Milwaukee Rep's programming.
- Support the development of the Working Titled 53206 Project, a program that works to tell stories of historically underrepresented communities in Milwaukee by working with community partners and engaging the community, leading to the commission and production of three plays that tell Milwaukee stories.
 - Lead the search for a Program Manager in conjunction with the Artistic Producer and with final approval of the Artistic Director.
 - Participate in the development of the program from Milwaukee Rep's artistic perspective.
 - When necessary, recruitment of writers and directors for the project in conjunction with the Artistic Producer and with final approval of the Artistic Director.
 - Coordinate with the Associate Director of Community Engagement for program implementation.
- Line Manage up to four productions as assigned by the Artistic Producer. Attend Designer Runs, Previews, and other performances, as determined in conjunction with the Artistic Producer, to support producing needs of the institution and to ensure that productions reach and maintain a high standard throughout the rehearsal process and duration of the run.
- Participate in and support the season-planning process to ensure artistic programming aligns with the mission, institutional goals, and fiscal priorities.



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- Develop and maintain relationships with local theatrical groups, institutional groups, and communities in Milwaukee.
- Participate or lead TalkBacks, when necessary and appropriate.
- Produce ancillary programming in alignment with the shows on our stages and our goals as an institution.
- Attend Artistic Staff and Full Staff Meetings.
- Act as support for the Curtain Call Ball and other fundraising efforts as required.
- Other creative, managerial, or administrative duties as mutually agreed upon with the Artistic Producer.

If you have clarifying questions about the position, you are invited to have an informal exchange with the Artistic Producer, Laura Braza. She can be reached via email at lbraza@milwaukeeep.com. Please do not submit application materials or apply through this email.

Compensation and Benefits: Milwaukee Rep is offering a salary of \$50,000 annually and a benefits package that includes 100% employer paid health and dental insurance premiums for the individual employee, voluntary vision and disability insurance, flexible spending accounts, employer contributions to a health savings account, a paid time off package that includes vacation, personal, and sick time as well as paid holidays, a 403(b) retirement plan, and complimentary tickets.

Qualifications:

- Willing to commit to the mission, vision, and values of the theater
- 5+ years of experience in the field or equivalent producing experience
- Proven track record of successful project management and/or community organizing experience
- Ability to navigate interdepartmental priorities and diverse personalities in a high-functioning and fast-paced environment
- Strong strategic, problem solving and analytical skills, with the ability to interpret information quickly and accurately and to implement directives
- Ability to effectively communicate and work respectfully within a diverse group of colleagues and artists, all while exhibiting grace and good humor under pressure
- Demonstrated ability to manage multiple projects simultaneously and meet deadlines independently with a high degree of accuracy and attention to detail
- Ability to process and handle confidential information with discretion
- Ability to work evenings and weekends
- Experience in advocacy work *a plus*

About Milwaukee Repertory Theater: Milwaukee Rep is the largest performing arts organization in Wisconsin welcoming 300,000 people at 700 performances of 15 productions a season at the Patty & Jay Baker Theater Complex featuring three unique performance venues – the Quadracci Powerhouse, Stiemke Studio and Stackner Cabaret, and utilizing the Pabst Theatre for the annual Christmas Carol. For over six decades, Milwaukee Rep has been a centerpiece of Milwaukee’s vibrant arts and cultural scene with productions ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive and impactful. Under the leadership of **Artistic Director Mark Clements** and **Executive Director Chad Bauman**, Milwaukee Rep “ignites positive change in the cultural, social and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee’s rich diversity.” Every season requires a team of dedicated, passionate and skilled people. Whether it be a 30+ year veteran employee or one who’s never experienced a Milwaukee winter before, everyone shares a common sense of purpose and determination that enables us to bring world-class theater to the stage.

To read more about Milwaukee Repertory Theater, please visit: www.MilwaukeeRep.com

To read more about Milwaukee Repertory Theater’s commitment to Equity, Diversity & Inclusion, including our ED&I Vision of Success, please [Click Here](#)



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To Apply: Fill out an online application and submit Cover Letter and Resume Attn to: Laura Braza, Artistic Producer:

[Submit Application Materials Online](#)

Deadline to apply is Friday, June 4, 2021. Applications will be accepted on a rolling basis thereafter until the position is filled. In order to maintain an equitable process, everyone *must* apply online. Any candidate who requires different accommodations to submit an online application should contact ehill@milwaukeeep.com

*Full hyperlink web address (copy and paste into your browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/564864/Milwaukee-Repertory-Theater-Inc/Associate-Artistic-Producer>

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.