

**POSITION TITLE:** Associate Producer  
**FLSA STATUS:** Salaried, Full-time  
**REPORTS TO:** Artistic Director  
**DEPARTMENT:** Artistic

**ORGANIZATION:**

San Diego Repertory Theatre (The REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our web site. We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

**POSITION SUMMARY**

The Associate Producer is responsible for serving as a Line Producer for multiple productions each season that include mainstage productions, festivals, development workshops, readings, and special events. She/He/They will create contracts, pre-rehearsal documents and track budgets for productions as well as host online and live engagement events, talk backs, and student matinees. The Associate Producer will also serve as a key player in helping achieve the SD REPs equity, diversity, and inclusion goals as well as working to build authentic connections with local artists and community members. She/He/They is also expected to provide administrative and creative support to San Diego Repertory Theatre’s Artistic Director as well as the Artistic Department overall. The Associate Producer will be a spokesperson for San Diego REP and The REP’s Artistic Department.

**ROLES AND RESPONSIBILITIES**

- Co-Produce several season shows with Artistic Director Sam Woodhouse and Associate Artistic Director Todd Salovey in 2021 - 22;
- Produce mainstage productions, including the Fall Show in 2022;
- Produce/Co-Produce Festivals such as the Hear US Now New Play Festival in 2021 and the Black Voices Reading Series in 2022;
- Produce in-house readings, developmental workshops, special events, and community building events;
- Collaborate with Casting Director to cast all productions and workshops
- Create contracts, rehearsal schedules, calendars, contact sheets, title pages, and other pre- rehearsal documents for productions as necessary;
- Host online and live engagement events, talk backs, and student matinees;
- Read and evaluate plays under consideration for SD REP;
- Take a leadership role in managing strategies that support the implementation of the company’s equity, diversity and inclusion goals from the Strategic Action Plan;

- Participate as member of the EDI committee;
- Maintain and build relationships with local artistic, community, and educational organizations and leaders as well as national organizations and artists;
- Serve as key liaison for artistic staff to the entire SD REP company;
- Ensure company compliance with AEA, SDC, and USA policies/procedures;
- Oversee all aspects of financial affairs and administration of the artistic department;
- Other duties as assigned.

### **EXPERIENCE, KNOWLEDGE, and SKILLS**

- Proven ability working in an arts or cultural organization in an administrative or event management capacity, preferably in a producing or programming role;
- Demonstrated leadership experience working collaboratively with staff, artists, and community members;
- High-level oral, written, and interpersonal communication skills, including the ability to build positive working relationships and influence outcomes in a constructive manner;
- Ability to coordinate competing priorities and projects simultaneously with a strong attention to detail;
- Flexibility, creative problem solving, and adaptability;
- In-depth understanding of race and colonialism in the US context with a commitment to anti-racism and anti-colonial practices;
- Commitment to BIPOC arts and culture with experience working with culturally specific contexts;
- Ability to work nights and weekends as needed;
- Proficiency with MS Office applications, Google Drive, social media, and zoom/video conferencing.
- Knowledge of the U.S. not-for-profit theatre sector is a plus;
- Spanish language proficiency is a plus.

### **EDUCATION**

Bachelor's degree from an accredited institution, or equivalent work history. Advanced degree training, mentorship, or work experience is a plus.

### **COMPENSATION**

This full time exempt position will receive compensation in the range of \$50,000 - \$65,000 plus benefits, including paid vacation, employer sponsored health insurance, employee-paid dental and vision insurance, and participation in 403b and FSA plans. Reimbursement of relocation expenses up to \$5,000 available.

### **TO APPLY**

Please email your resume, cover letter, a personal diversity statement, and salary requirements

to: [dward@sdrep.org](mailto:dward@sdrep.org) and tell us why you are the ideal candidate for this specific job. Form letters or resumes without a cover letter will not be considered.

*The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.*