

Youth Speaks

POSITION: Production Manager

REPORTS TO: Producing Director

Part Time Contracted: Non-Exempt

20 Hours per week, \$35/Hour

January 10, 2022 – August 9, 2022 (8 Months)

PURPOSE: The Production Manager of Youth Speaks will work closely with the Producing Director, and the rest of the Production team to oversee the management and production of the organization's local, national and virtual public events and presentations.

ABOUT YOUTH SPEAKS: Founded in 1996 in San Francisco, Youth Speaks is a multi-faceted organization that understands and believes that the power, insight, creativity, and passion of young people can change the world. In addition to a wide variety of arts education, youth development, and civic engagement programs that serve thousands each year in the Bay Area, we are the founders and creative forces behind a repertory theater company that commissions, produces and tours internationally-recognized new work in new aesthetics – and Brave New Voices, an annual event and a national network of young poets and youth-development organizations centered around the principle that the voices of young people matter.

For more information, check www.youthspeaks.org

POSITION OVERVIEW: The Production Manager position will provide a talented individual the chance to work closely with a strong diverse staff and in the field of arts education, youth development, civic engagement and artistic presentation. The PM will be responsible for helping to ensure all of our local, national and virtual events remain professionally produced, well attended, and vibrant, and will work to highlight the varying levels of artistic presentation and performances the organization produces. The PM will also work with the Producing Director to plan and will also help manage artist and venue relationships.

The PM is a key member of the organization's production team; s/he reports to the Producing Director, has a close working relationship with the Bay Area Program Team and manages Production Interns of Youth Speaks as well as occasional part-time support staff, volunteers and contracted artists. Youth Speaks' Production ranges from Online Broadcasting, Digital Content Production with an emphasis on Live Performance Production. Youth Speaks' Production is responsible for a full range of experiences for both Audience and Participants, and as such – exemplary Front of House management is a key aspect of this position.

KEY RESPONSIBILITIES:

- Help to Develop and improve current systems to streamline production organization aspects including calendaring, forms, manuals.
- Help to Plan, implement and manage the annual public events and presentation calendar.
- Coordinate with the Calendar to execute venue bookings and ticket sales of local public programs.
- Work closely with the Producing Director to track venue contracts and production costs.
- Develop and maintain strategic relationships with venues and artists, and track all relationships and contracts.
- Align production with all program objectives for our integrated program design.
- Support the Producing Director in their role as an executive programmer.
- Provide strategic thinking and planning with the communications team to ensure high attendance and participation at all public events.
- Support the Production Department in integrated public program design evaluation.

- Develop and Oversee Youth Speaks Production Interns and oversee Volunteer Recruitment for Performance Programs.
- Track program activities in databases for reporting, evaluations and communications with the Production Team.
- Ensure that Productions are planned (including dates and times) and staffed in a timely fashion.
- Develop Production Schedules, Calls, and scheduling for Productions Team
- Attend Weekly Supervision Meeting
- Attend weekly production meetings.
- Contribute to production reports to present to larger Youth Speaks staff
- Responsible for transporting and setting up/striking production equipment and supplies to and from venues
- Responsible for being on site with venues for set up and break down often times during weekend and evening hours.
- Help to Maintain inventory control and maintenance of Youth Speaks production equipment.
- Help to maintain oversight over all of YS Production related equipment including computers, software licensing, broadcasting equipment, audio and visual equipment, lighting inventory and production related supplies

The following is a list of programs that the Production Manager also supports throughout the year:

- SPOKES Youth Advisory Board - Training on Live Production and A/V Equipment
- Under 21 Open Mics - Production Managing Live and Digital Events Twice Monthly
- Youth Speaks Teen Poetry Slam - Annual Events
- Unified District Poetry Slam - Annual Events
- MC Olympics - Annual Events
- Brave New Voices Festival - Annual Events
- Life is Living Festival - Annual Event
- Production Contracts for outside organizations

Performance Review and Professional Development: Feedback is a vital part of your success at Youth Speaks and will take place regularly throughout the year. Our goal is to coach for performance excellence throughout the program year. As necessary, feedback will be summarized via email on occasions where performance improvement goals are set. However, your formal performance is reviewed bi-annually in May and January. PM will follow a work plan throughout their contract year to gauge their own progress and success. The work plan development process begins upon the start date of your contract, and is finalized by January 15, 2022. The benchmarks for success will be measured against this document for the duration of the contract.

Career Development is an important aspect of your time at Youth Speaks. The organization is committed to making sure that all contractors are given sufficient, ongoing training to assure that the work produced is of the highest quality. We encourage all staff to pursue professional development opportunities, although funding by Youth Speaks is not guaranteed for outside training.

Qualifications:

Qualified candidates must have a minimum of three years of production experience in the field of arts education, performing arts, and/or youth development. In addition, the PM should have experience in communications, systems building, evaluations, and production reporting. The ideal candidate will be effective on a strategic as well as operational level, have strong communication skills and an ability to prioritize diverse demanding responsibilities in a fast-paced, creative environment. Experience in arts, youth development, and civic engagement organizations preferred.

Please note the PM must have a valid driver's licence and have regular access to a car that may be used to transport equipment and production materials to and from Youth Speaks programs and events. The PM's schedule includes weekend and evening hours.

Punctuality, regular attendance at scheduled meetings, positive work attitude, collaborative spirit, and attitude of accountability are an important part of the Production Manager's responsibilities. Honesty, integrity, and problem solving are encouraged in all communications.

EEO/AA

Youth Speaks is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Youth Speaks will consider qualified applicants with criminal histories in a manner consistent with the requirements of San Francisco's Fair Chance Ordinance.

***No phone calls please. Due to the anticipated volume of applications only candidates for interviews will be contacted, we appreciate your understanding of the resource constraints during Covid-19, working remotely, and caregiving obligations amongst others.**

To apply please submit a cover letter and relevant resume to josato@youthspeaks.org by January 2, 2022 with "YS PRODUCTION MANAGER" in the subject line.. Applicants will be contacted regarding your application by January 5th, 2022.