



August 10, 2022

## **Job Posting**

**Job Title: Artistic Line Producer (Independent Contractor)**

**Department: Artistic**

**Reports to: Producing Artistic Director**

## **Who is Pasadena Playhouse?**

The Pasadena Playhouse was founded in 1917 by theater impresario Gilmor Brown. Galvanizing a community largely made up of wealthy easterners, Brown raised money from over 1,000 citizens in Pasadena to purchase land at 39 S. El Molino and in 1925 the current landmarked theater opened its doors with national fanfare. In 1937 the California state legislature unanimously voted the Pasadena Playhouse the official state theater of California.

In 2016, the Pasadena Playhouse board appointed Danny Feldman to the newly created role of Producing Artistic Director (a combination of traditional artistic director and managing director responsibilities) to lead a renaissance for the organization. Since joining the Playhouse, Feldman has staged critically acclaimed mainstage productions and led significant growth in board, staff and community investment.

The Playhouse is one of the most prolific drama-producing organizations in the history of American theater, having commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at



the core of the institution with more than 30,000 students served in the last four years alone. Today, the Pasadena Playhouse State Theater of California is a \$7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California.

The Playhouse is in the midst of a renaissance which includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment, to a destination they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

### **What will you do?**

The Pasadena Playhouse, California's state theater for over 100 years, is seeking an Artistic Line Producer on their groundbreaking production of *Into The Woods*, produced in partnership with Pasadena Unified School District. This landmark project - part of a six-month-long celebration of the works and impact of Stephen Sondheim - will partner high school students from all over the Pasadena area with theater professionals in the creation of their own special production.

Reporting to the Producing Artistic Director, the Artistic Line Producer is responsible for facilitating and creative producing on behalf of the Playhouse and acting as a primary point of contact with the Pasadena Unified School District, as well as the creative and production teams.

This is a unique partnership - a non-profit state theater partnering with not just one high school, but all the high schools in Pasadena. Qualified candidates should be energized by the idea of highschoolers gathering to put on one of the greatest musicals of all time and motivated by the idea of students partnering with professionals in all departments (acting, orchestra, stage design, costume design, stage management, and more)

Those applying should be prepared and interested to interact with professional directors, designers, technical director, theater staff, union crews and students, teachers, school superintendents, and more.

### **Areas of Accountability**

- Support pre-production planning and hiring of creative personnel.
- Build schedule, timelines, and help shape overall produciorial approach.
- Partner with the Playhouse on budget management of overall project.
- Serve as primary producer on behalf of the Playhouse from start to finish.



- Work with Producing Artistic Director, Associate Producer, Technical Director, Pasadena Unified School District teachers and staff, director, and creative team to build deadlines and schedule meetings towards clear goals.
- Attend and organize meetings, some rehearsals, technical rehearsals, and preview performances on behalf of the Playhouse to support the production's progress.
- Be the linchpin of communication between dozens of individuals and multiple stakeholders. In other words, hold it all together!
- Play a critical role in building something that has not existed before.
- Complete other duties as assigned to ensure a smooth production process.

### **Essential Skills**

- Outstanding work ethic and a willingness to adapt and change.
- A commitment to inclusion, diversity, equity, and access (IDEA), anti-racism, and ongoing IDEA education.
- Strong interpersonal skills and an ability to work collaboratively with a diverse community.
- The ability to develop and articulate project parameters with information from various departments and support the realization of a project within the defined parameters.
- The ability to collaborate with a team to make recommendations to leadership to get ahead of any issues that may arise.
- Direct or transferable experience producing professional theater.
- A history of, or a strong desire in, working on a project that has clear educational goals for teenagers.

### **Other Information**

This position is in the Pasadena/Los Angeles area and is needed August 29, 2022 - January 31, 2023. Hours are flexible - ranging from 10-40 hours a week, depending on the phase and demands of the project. As is the case with any production process, hours will increase as production dates (January 26 and 27, 2023) get closer. Hours and schedule will be mutually agreeable and made in collaboration with Producing Artistic Director and Associate Producer. This is an independent contractor position with compensation of \$35,000.



The Pasadena Playhouse operates as a fully vaccinated theater venue, and Covid-19 vaccination is required. The Pasadena Playhouse embraces diversity in all forms and encourages applications from all qualified candidates, regardless of gender, race, religion, national origin, or sexual orientation. The Pasadena Playhouse is an equal opportunity employer - BIPOC, immigrants, veterans, disabled, transgender, and gender non-conforming individuals are encouraged to apply. If reasonable accommodation is needed to participate in the job application or interview process, please contact us at [jobs@pasadenaplayhouse.org](mailto:jobs@pasadenaplayhouse.org).

### **How do I apply?**

Please email cover letter and resume with references in one PDF to [jobs@pasadenaplayhouse.org](mailto:jobs@pasadenaplayhouse.org) with the subject line “Artistic Line Producer.” No phone calls please. For more information on the Pasadena Playhouse, please visit [www.pasadenaplayhouse.org](http://www.pasadenaplayhouse.org).

*We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture.*

The Pasadena Playhouse is an Equal Opportunity Employer.