



Production Coordinator

Mission/Core Values: Since its founding in 1968, National Black Theatre (NBT) has continuously served as a home and hub for the next generation of Black theatre artists by providing training, creative development and opportunities to showcase their work. For more than a half-century, NBT has maintained its commitment to bring new, underrepresented voices to the forefront that provide fresh, diverse perspectives on critical issues of equity and social justice. NBT produces transformational and dialogue-generating theatre that successfully shifts inaccuracies around African Americans' cultural identity by telling intersectional stories of Black life.

Job Summary: NBT is seeking a Production Coordinator to work in partnership with the full Theatre Arts Program (TAP) staff to support theatrical programming and logistics. The Production Coordinator will utilize strong communications and organizational skills - and dexterity with details - to actively ensure that multiple stakeholders stay informed and effective every step of the way, from conception to curtain call.

This is a full-time position non-exempt role, with a starting hourly rate of \$25.00, reporting to the Executive Artistic Director (in the current configuration; to a Production Manager in the future). This position is currently hybrid, with 2-3 days expected to be in person in NBT's Harlem office or on site at rehearsal and performance venues.

Responsibilities: The Production Coordinator's responsibilities include but are not limited to:

- Support all of the TAP staff to execute needed tasks to meet creative and developmental programming
- Facilitate and schedule production and intra-departmental meetings; participate as note-taker and logistical partner
- Maintain Season calendar and office calendar
- Organize NBT's google drive so that documents and materials are readily searchable and accessible
- Support both on and off-site events with logistics ranging from scouting venues to moving equipment during load-in to managing participant sign-in sheets
- Support with booking travel and accommodations for artists and staff

- When necessary, serve as a COVID Safety point of contact for in-person activities, and help develop, communicate, and maintain COVID Safety standards, including sourcing testing products and PPE
- Work with Marketing team to handle administrative needs such as industry house seat requests, comp seats, staff ticket requests, and to collect and format company bios for publication
- Collect and streamline receipts from production-related purchases; code, document and submit them to NBT's accounting team; track down back-up for purchases as needed
- Contribute to a culture that nurtures both artists and staff, with open channels of communication

Competencies/Background:

- Experience working in theatre/performing arts environments preferred
- Highly detail-oriented
- Demonstrated creativity and dexterity in juggling and prioritizing multiple tasks and timelines; adept at thinking on one's feet
- Experience in fast-paced, high stakes situations
- Ability to identify when help is needed and to ask for support; maturity to recognize if a mistake is made and pivot to problem-solving
- Clear, proactive communications skills, written and verbal
- High level of computer aptitude and proficiency in Google Workspace
- A creative thinker capable of remaining flexible and adapting to new situations, tasks, or challenges
- A patient, empathetic, active listener
- Analytical and process-oriented
- Ability to see projects through to completion while working methodically to achieve thoroughness and accuracy when accomplishing a task

To Apply: Upload a resume and cover letter through [NBT's hiring portal](#).

National Black Theatre provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.

