

sandglass
THEATER



CREATIVE PRODUCER JOB DESCRIPTION

Sandglass Theater (SGT) is dedicated to the arts of theater and puppetry as a means to explore contemporary issues, inspire dialogue, and spark wonder. We achieve this by creating original ensemble performance and collaborations, presenting diverse theater artists, producing events that serve our communities and teaching our art. We are committed to being a bridge in our local, national and international communities for artistic and social development. We inspire new generations of diverse artists and audiences to further embrace puppetry and theater as thriving art forms that seek truth and a broader perspective, generate compassion and celebrate the human spirit.

Sandglass Theater maintains our commitment to a number of core values, including:

- The belief that puppetry is a unique theater form that affirms the human spirit through images, metaphors and a sense of play.
- The importance of the ensemble process, the artistic exchange of ideas, collaboration as a means of developing and sustaining our field, the responsibility of creating and teaching theater, and a respect for the culture and traditions of our art form.
- Our value and respect for our audiences, and the processes of engaging them in civil dialogue, shared play and critical response. This includes physical, economic and social accessibility to all performances and events.
- Our high value on justice, diversity in race, ethnicity, gender, and disability. We strongly support the safety of those fleeing violence in other countries and here in our own.

Sandglass Theater produces two biannual events: Puppets in the Green Mountains international festival and Puppets in Paradise that draws thousands of attendees, and two annual events: Winter Sunshine Series for family audiences and Voices of Community. We tour our original productions nationally and internationally for up to 7 - 10 weeks per year and serve as host to touring puppetry ensembles at our home in Putney, Vermont.

The Sandglass Creative Producer (CP) will work alongside the Artistic Director in holding and creating the vision for Sandglass in its programming, teaching and creating, and bringing this vision into practice. This process involves everything from generating ideas and assembling the right team to seeing a project through to the final stages of production. This person is creative, visionary, organized, well-connected in the industry and understands all aspects of production from development through the final event.

Reporting to the Artistic Director, the Creative Producer is responsible for implementing the artistic programming of the company. The CP will assume overview responsibility for presenting programs: the Puppets in Green Mountains Festival, Puppets in Paradise, Voices of Community and

Winter Sunshine series and helping to align each of these programs with Sandglass' commitment to Cultural Equity and Justice and delegating roles and responsibilities. CP will work with the Managing Director to coordinate, book and contract touring performances. The CP will cultivate partnerships and relationships for presenting within the community and in the communities we work in, and be a bridge between Sandglass and those partners, such as schools, justice and advocacy organizations, and vendors.

Requirements:

- Meticulous approach to visuals and imagery;
- A passion for supporting powerful, culturally impactful work;
- Hands on experience with developing and producing events and performances;
- Experience working to tight project timeline and strict deadlines including last minute changes when needed;
- experience working in creative teams and ensemble based practice;
- An understanding and appreciation of modern communication trends across design, video, and communications.

Specific tasks could include but are not limited to:

ARTISTIC

- Produces some of the company's programmed productions for general audiences
- Supports the company's new creation development activities
- With the Artistic Director, helps to negotiate and secure advantageous artistic partnerships for the company

ADMINISTRATIVE

- Manage day to day coordination with partners and internal team
- Strengthen brand and published content
- Oversee production and marketing efforts
- Establish production best practices including responsibilities and timelines while also driving projects forward with all relevant stakeholders.

OUTREACH and NETWORKING

- Represent the company's vision and cultural priorities in local, regional and national contexts
- Helps to devise and participate in outreach and audience development activities related to the company's productions
- Together with the Managing Director, negotiates and executes contracts for the self-employed personnel of the organization, including but not limited to: actors, designers, production personnel, playwrights and directors

The Sandglass Theater Creative Producer position is a 30-hour/week exempt salaried position (\$30,000 per year) and paid holidays, sick days and personal days. The position will be based at the administrative offices in Putney, Vermont. Please visit sandglasstheater.org to learn more about our organization.