



## **ARTISTIC PRODUCING FELLOWSHIP**

**Application Due Date:** October 1, 2021

**Interview Period:** October 5-11, 2021

**First Day of Fellowship:** October 2021, date to be mutually agreed upon

**Fellowship duration:** 10 months, through July 2022.

### **ABOUT VINEYARD THEATRE**

Vineyard Theatre is an Off-Broadway theatre company dedicated to developing and producing new plays and musicals that push the boundaries of what theatre can be and do. Our 2021-22 season includes Tina Satter's *Is This A Room* and Lucas Hnath's *Dana H.* on Broadway, and the world-premieres of Charly Evon Simpson's *sandblasted* and David Cale's *Sandra* at our home in Union Square. Vineyard's artistic development programs support daring artists at all stages of their careers, and education programs serve over 700 NYC public high school students annually. The Vineyard is the recipient of special Drama Desk, Obie and Lucille Lortel Awards for artistic excellence. Learn more about our work and mission at [vineyardtheatre.org](http://vineyardtheatre.org).

### **ARTISTIC PRODUCING FELLOWSHIP**

The Artistic Producing Fellowship serves as a bridge between educational and professional settings by providing hands-on experience in the artistic department of an Off-Broadway not-for-profit theatre. This ten-month fellowship position is designed to foster skills and experience in developing and producing new work for the theatre. Fellows will gain knowledge of the Vineyard's work and of the field, and experience and mentorship in the areas of artistic and line production, dramaturgy, literary management, artist support, and more.

The Artistic Producing Fellow will report directly to the Associate Artistic Director, working closely with them and with members of the artistic and production staff. The Artistic Producing Fellow will participate in monthly roundtable Fellow discussions with Vineyard Theatre staff members and other field leaders, and have access to professional development opportunities through ART/NY.

### **Responsibilities include:**

- Coordinating logistics and providing artist support for readings and workshops of projects in development
- Assisting the Associate Artistic Director in creating project budgets for readings, workshops and special events
- Reading and reporting on new script submissions, and participating in weekly literary team roundtable discussions

- Production support on mainstage projects
- Conducting research to support production dramaturgs and directors; contributing to the creation of lobby and program materials and audience engagement experiences
- Assisting with casting sessions
- Attending presentations of new works in progress, either in person or virtually, as a representative of the Vineyard
- Day to day operations, including both administrative and producing tasks
- Other duties as assigned

**Qualifications:**

- Bachelor's degree in theatre or a related field, and/or experience working in the theatre
- A strong desire to pursue a career in artistic producing, dramaturgy or directing
- Strong written and oral communication skills, and the ability to multi-task in a fast-paced environment
- Experience collaborating with artists to help realize artistic goals
- A successful applicant will be able to articulate a commitment to advocating for diversity, equity, and inclusion in their work

**Compensation:** Weekly salary of \$525, 35-hour work week (specific hours to be agreed upon with supervisor)

Full time benefits include health insurance (100% covered by Vineyard Theatre), vision and dental insurance (employee contributes), 10 days vacation, 11 staff holidays, life insurance, and commuter benefit packages. Current Vineyard Policy includes 3 out of 5 days of in-office work when not in production and 4-out of 5 days in-office during active producing periods.

Vineyard Theatre is an equal opportunity employer and encourages women, people of color, people with disabilities, transgender or gender non-conforming individuals to apply. All Vineyard Theatre staff members participate in weekly anti-racism work as individuals, and as a team in partnership with Peoplmovr.

Vineyard Theatre is a fully vaccinated workplace. Full vaccination is required for this position.

**To apply:** Send a cover letter, resume, a theatre-related writing sample, and contact info for three references to [jobs@vineyardtheatre.org](mailto:jobs@vineyardtheatre.org) and write Artistic Producing Fellowship in the subject line.