



CENTER FOR CONTEMPORARY PERFORMANCE

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Senior Producer

PS21: Center for Contemporary Performance

About PS21

PS21 is a contemporary performing arts organization on a 100-acre campus in Chatham, NY, presenting interdisciplinary performance, world and U.S. premieres, site-specific work, and more, with an emphasis on access and an affordable ticket. Our winter festival (The Dark) and summer season anchor a year-round program of performances and artist residencies that draws regional, national, and international audiences and press attention.

Position Summary

The Senior Producer is a newly created leadership role overseeing all artistic and production aspects of PS21's core program — bringing innovative performance projects from the U.S. and around the world to PS21 audiences at the highest level.

The Producer leads planning and execution of the works and residencies selected for PS21 programming year-round, on and off site, and leads seasonal producing teams as needed. They serve as the key link between artists and PS21's marketing, development, and operations functions, ensuring the full arc of producing creates a positive experience for the institution, artists, and audiences alike.

This is a full-time, exempt role requiring on-site and physical presence at PS21, with some duties performed remotely. It requires work on some nights and weekends, particularly during the summer season and Festival periods.

Reports to: Artistic Executive Director (AED)

Works closely with: Director of Technical Production, Music Programs Director, Community Coordinator, and other programming team members; COO on budgeting and financial reconciliation

Leads: Seasonal producing teams as needed

Responsibilities

The **Senior Producer** sustains the artistic and production standards for PS21 and is in ongoing dialogue with the AED regarding **artistic planning, direction and strategy** alongside effective and collegial collaborative relationships with partners locally, nationally and



internationally.

- The role participates in long-term artistic planning with the programming team and operationalizes planning with judiciousness and strategic forethought.
- The role works with the leadership team to build a program delivery structure, systems, and team that meets PS21's objectives and budgets.
- With the AED and COO, the SP will develop artistic and production operational plans and production schedules that maximize efficient use of resources, minimize costs, and achieve desired artistic results.
- The SP will support the development of more effective institutional collaborative structures and relationships between PS21 and touring / co-production consortia as well as local collaborating organisations and individuals.

The SP is responsible for **planning, advancement and delivery of specific projects** ensuring that the work, ideas and systems function at their best to enable effective fundraising, marketing, cost-effective execution, and artistic service delivery throughout. They support the AED in developing and advancing projects and programmatic initiatives from conception to completion. **In collaboration** with the AED, this will include:

- Supporting the creation of co-production, co-commissioning and touring consortia around specific artists / projects. This will include:
 - working with venue / touring partners as well as soliciting other co-producers and commissioners, and maintaining an up-to-date institutional list of potential and historic partners for touring and co-production
 - In circumstances where PS21 has initiated a tour, and / or the artists do not have support infrastructure, managing the logistics of touring.
 - Negotiation and budgeting with the artists the for the development process of the project within PS21's systems and capacity.
- Budgeting, and developing season schedules and calendar.
- Scheduling, and facilitating communication between artists and creative teams, and the different facets of PS21
- Supporting all fundraising and marketing work that might support the presentation or commissioning of new work
- Negotiating with each company around fees, logistics and needs to enable all elements required to execute a contract.

The SP will have **sole responsibility** for execution or supervision of:

- Tracking artistic project status, contacts



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- Festival and project calendar development, rehearsal scheduling, presentation management, company management, logistical planning,
 - This must be executed in collaboration with PS21's Technical Director (or equivalent) to ensure sustainable tech staffing and space usage
- Timely contract execution and final planning. Negotiate rights and understand insurance and liabilities as they pertain to PS21 programs.
- Supporting cash planning / payroll / payment planning in collaboration with the COO.
- Logistics and travel planning for artists, and their experience while on the ground in Chatham, including visa and travel management
 - This includes Company Management for artists while in Chatham and supervising of staff to deliver an exceptional experience for visiting artists.
- Reconciliation of project financial outcomes with budget, and maintenance of those results in formats agreed with AED and COO.
- Supervising and guiding team members as needed for program delivery.

The **SP** will also be called upon at times to **represent PS21 externally** in visits to other venues, festivals or with artists in the development of programs and projects.

- They will have capacity to and agency to problem solve and overcome the inevitable challenges that arise.
- Domestic or international travel may be required on behalf of PS21 to see work, develop projects or enhance collaboration with institutional partners.

The position will require work on some nights and weekends, particularly during summer seasons and Festival periods. Core offset and benefits reflecting this work are covered in the offer and contract.

The **Senior Producer** is a vital figure contributing to PS21's growth. We seek to be an excellent collaborator with other organisations, artists, and audiences as well as a more harmonious and supportive place to work. The role is a key node – with the capacity to both think strategically and to execute detail. They are a key internal collaborator for all members of the program team, ensuring with the AED that community programs and core presentations alike are delivered at the highest level

Qualifications



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- Significant experience producing performance work — music, dance, theater, or multidisciplinary/contemporary performance — including artist relations, contracting, and budget management.
- Demonstrated experience negotiating with artists, companies, and touring/venue partners.
- Strong project management skills, with the ability to manage multiple concurrent productions and shifting priorities.
- Working knowledge of contracts, rights, and insurance/liability considerations in a live-performance context.
- Experience supervising staff or seasonal teams.
- Comfort with travel, including some international travel.
- Excellent relationship-building skills across artists, staff, and institutional partners.

Schedule & Location

Full-time, exempt, on-site at PS21's Chatham, NY campus, with some remote flexibility. Evening and weekend work required during the summer season and Festival periods.

Compensation

\$70,000–\$75,000 annually, commensurate with experience, paid bi-weekly. This position is exempt and not eligible for overtime. Subject to standard federal/state deductions and periodic performance review.

Benefits

- 20 days PTO per year, inclusive of NY State mandatory paid sick leave
- Health insurance — 100% of premiums covered for employees on the same or equivalent cost plan as other staff
- NYS Disability and Paid Family Leave
- Federal holiday pay
- One additional day off for any stretch of 7 continuous days worked on-site (must be used within the year it's earned; does not roll over)

Full accrual and leave policy details provided in the employee handbook.

To Apply

Email a cover letter and resumé to info@ps21chatham.org with the subject line “Senior Producer — [your name].”



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PS21 is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state, or local laws in its employment policies.