



## Center for Puppetry Arts Production Department Producer

The Producer is directly responsible for the activities of the Production Department, including all current and long-range planning and logistics, in the realization of theatrical productions, special events and cross-departmental collaborations at the Center for Puppetry Arts (CPA).

### **Organization Background:**

The Center for Puppetry Arts is the largest nonprofit organization in the United States dedicated to the art form of puppetry. The Center's mission is to inspire imagination, education, and community through the global art of puppetry. For further information, visit our website at [www.puppet.org](http://www.puppet.org).

### Reports to:

- Executive Director

### Supervisory reports are:

- Production Manager
- Assistant Producer

### Primary responsibilities:

- In coordination with Artistic Director, ensure that all work is produced and presented with the highest artistic and production standards
- In coordination with the Artistic Director and in consultation with CPA staff, develop year-round performance series including show selection, timing and duration for production, rehearsal, and performance schedules
- In coordination with the Production Manager, set the production schedule, including timelines and budget for successful execution
- Evaluate works, both solicited and not, for suitability in CPA programming
- In conjunction with other CPA staff and depts, negotiate and generate all legal obligations related to performance rights, grants, international visas, and contracts related to all CPA artistic activities
- In coordination with the Assistant Producer, manage all international visa applications and other requirements for international presentations
- Negotiate and maintain all relationships with rights holders and associated properties and intellectual rights
- Maintain in coordination with relevant staff all relationships with stakeholders including board, staff, patrons, donors, associate artists, national and international artists in the puppetry field
- In coordination with Artistic Director and directors, hire all members of the artistic personnel on a show and seasonal basis
- Hire and supervise all members of the Production Department
- Negotiate with, book and maintain successful relationships with guest artists
- Create the master Production dept budget and be accountable for its disbursement
- Create production schedules and budgets in consultation with relevant staff or outside contractors for other special projects
- Coordinate the activities of the Production dept with all other CPA departments and staff
- Proofread all materials related to Center programming with an eye to accuracy and impact
- Provide, in conjunction with others, for the continuing institutional memory of CPA
- Administrate the policies and regulations of CPA

- To work with the Executive Director and other Directors of Departments in the formulation of
- annual and long-term project planning.
- Other duties as assigned by Executive Director

Desired Skills:

- Knowledge/experience of international touring requirements (visas, taxes, etc.)
- Excellent organization and planning skills with proven ability to work flexibly under pressure, to prioritize and to meet deadlines
- Proficiency in Microsoft Office Suite
- Experience with Adobe Suite and video editing
- Strong communications skills
- Strong organizational skills

Qualifications:

- Master's in theater management preferred or Bachelor's degree with commensurate experience (5+ years within a producing/presenting venue)
- Detailed understanding of the management and technical process involved in theatre production
- Knowledge and passion for the puppetry field
- Self-Motivated; able and willing to work independently at times with minimal supervision, but also must be able lead and work as part of a team
- Genuine and demonstrable commitment to maintaining the broadening of cultural diversity and access across all areas of the Production department
- A sense of humor is advantageous
- Available to work some nights, weekends, and possible holidays (Flexible Schedule required)
- Valid Drivers License

Physical Requirements:

- Some standing, walking, bending, frequent use of hands, stooping and light lifting (at least 25 pounds)

Benefits:

- Health Insurance
- Disability, Life and AD&D Insurance
- Vacation/Personal Days – 14 days
- Sick Leave – 6 days
- 8 paid holidays off
- Museum Store Discounts
- Free show tickets
- Free parking

Access to:

- Group Dental and Vision Insurance
- 403(b) Retirement Plan

Employment Status:

Full time, Salary (exempt) position with benefits  
Non-remote

**To apply:**

Please send cover letter and resume to: [hr@puppet.org](mailto:hr@puppet.org)

or mail to: Center for Puppetry Arts, Attn: HR, 1404 Spring St. N.W., Atlanta, GA 30309-2820.

**Please note any attachment over 10 MB may need to be sent in separate emails.**

**No phone calls please. If you have questions, please email [hr@puppet.org](mailto:hr@puppet.org).**