

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

JOB DESCRIPTION

Shahrazad Squad Line Producer Part-Time/Seasonal/Non-exempt position

Position Overview

California Shakespeare Theater (Cal Shakes) is looking for a detail-oriented, adaptive, and collaborative Line Producer (LP) for our Shahrazad Squad (ShahSquad). This is a part time, seasonal, non-exempt position that reports to the Lead Artist for the Shahrazad Squad, Raeshma Razvi. The LP will be responsible for liaising between the Cal Shakes staff and Raeshma and support in the development and producing of ShahSquad events and programs.

About Cal Shakes

Description: Launched in 1974, California Shakespeare Theater is a cornerstone of the Bay Area theater that, guided by the artistic direction of Artistic Director Eric Ting, has emerged as a leader in promoting values of equity, diversity, inclusion, justice and belonging in theater and incorporating (and often centering) the voices and perspectives of community partners in the works on our stage. Cal Shakes strives for an inclusive work environment and works to actively embrace a plurality of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We work to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

About the Shahrazad Squad

The Squad originated in 2018 as Cal Shakes began developing '1001 Nights' for the stage with an all-MENASA (Middle East, North African, South Asian) artistic team. As a parallel community-based project inspired by the character of Shahrazad, Raeshma brought together Bay Area MENASA women creatives and change-agents for intimate dialogues on leadership, creativity and social change. With the theatrical production of '1001 Nights: A Retelling' on temporary hold, the Squad continues its evolution as a community, with both virtual and IRL activities/events, focused on building a story-based supportive network with/for MENASA women creatives and change-agents. With funding from Doris Duke Foundation's Building Bridges program, the Squad will expand into the Midwest, adding new participants and new events.

www.shahrazadsquad.org

Position Duties and Responsibilities

- Assist Lead Artist in producing virtual events, including an 'In Conversation' series, story circles and other workshops. Many events will launch from within a Mighty Networks community platform, which will require learning and use of this platform
- Assistant produce and possibly lead produce 4-6 live events in the Bay Area, and in Chicago, Cleveland and Detroit/Ann Arbor
- Help identify, recruit and engage MENASA individual participants and cultural organizational partnerships; and help create and maintain dynamic lists and directories

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- Help manage adaptive timelines with multiple project tasks and deliverables that include groundwork for content like podcasts, card decks and story circles
- Liaise between Lead Artist and Cal Shakes teams, and participate in Cal Shakes producers' meetings
- Help manage and track project budget/expenses on multiple grants
- Assist in documentation of some activities, for PR or grant reporting as it relates to the ShahSquad
- Help manage event information with publicity team
- Other tasks as assigned.

Qualifications

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Share a commitment to the arts as a tool for social impact
- Have experience with community organizing, engagement, and/or outreach or with community-based organizations
- Embrace change and experimentation and be able to adjust to rapidly evolving programming
- Enjoy collaborating with others
- Have strong written and verbal communication skills and attention to detail
- Have experience working with the Microsoft Office Suite (Word, Excel), the G Suite (Docs, Spreadsheet, Drive), and social media

Of particular importance include:

- Demonstrated project management and organizational skills
- Excel at helping concretely manifest and organize diverse creative ideas
- Demonstrated experience in/with MENASA communities is a plus, especially in the Bay or in the Midwest
- Facility with or interest in virtual platforms/tools (Zoom, Instagram, Facebook groups, Mighty Networks or other digital platforms)
- Demonstrated line-producing and/or group facilitation experience
- Cultivated interest in new creative challenges, and patience in the work required to build something new with new people
- Practice time management & punctuality; and can help others stay on track

Special Environmental Factors

- Variable schedule, some evening and weekend hours; able to coordinate some work/events on Eastern and Central time
- Must be able to work independently and offsite, with reliable computer/internet
- Work on site at the Bruns Amphitheater may be required from time to time, but this is currently a remote position
- Candidate should be comfortable working at a computer for an entire day
- Primarily local travel with the possibility of out of town travel for specific projects
- Amphitheater is open-air with extended standing and walking on uneven surfaces

Preference is for someone based in the Bay Area. The LP will be contracted approximately from July 19, 2021 through Dec 31, 2022 on a part time basis. (This is a grant-funded position)

The hourly rate is \$20-23/hr and is based on experience and will work 5-20 hours per week. This position reports to the Artistic Producer.

Application deadline: June 30, 2021. Cal Shakes is unable to provide local housing or travel assistance.

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Please submit cover letter and résumé to:

productionjobs@calshakes.org (with “ShahSquad Line Producer Application” in the subject header)