

Mercury Store is a start-up space for theatre artists – stage directors, choreographers, and devisers – providing people, space and time to look at and examine their work. It offers residencies, studio and co-working space, community and resources. The Mercury Store is committed to a new way of thinking about how theatre gets made; artistic excellence, a wide diversity of artists, creative and intellectual risk-taking and rigor, equitable working conditions are guiding principles. The Mercury Store programs two seasons per year. It occupies a newly renovated, 16,000 square foot warehouse in Gowanus, Brooklyn.

Mercury Store is seeking an Assistant Producer for the Spring 2022 season. This role will work closely with all members of the team, particularly the Director and Producer, on season selection and new programs in development. The Assistant Producer will report to the Producer. It is an in-person position, with the possibility of some remote work.

Mercury Store aims for a culture, in both studios and offices, of collegiality, collaboration, artistic experimentation, and institutional transparency. In the spirit of those values, we seek a team member who will help grow and administer the artistic programs. While the position is seasonal and part-time to start, there is potential for a permanent, full-time position depending on the needs of the organization, the interest of the employee, and the fit.

Primary Responsibilities

Facilitate and track written communication with current and prospective artists.
Schedule and prepare artist meetings for Fall '22 season in coordination with our director and producer.
Update and develop our key databases, including master artists, performance coverage, and actors database.
Conduct research on prospective artists for the Director and Producer.
Attend local performances and scout artists in the field, as well as manage our coverage program.
Participate in season planning and development of new programs.
Attend Wednesday artist process showings and open rehearsals.

Competencies & Skills

Interest in and familiarity with different models of theatre making and genres, including devised work, adaptation, physical theatre, dance theatre, new plays and musicals.
Excellent communication skills; email, phone, and in person.
Strong collaborative skills.
Excellent organizational habits; the ability to follow existing processes and develop new ones.
Familiarity with line producing for theatre and dance.
Interest in working for a new organization.

Salary

The position is 20 hours per week. The salary is \$500 per week. Candidates should be available to start February 1, 2022 and work through June 30, 2022.

Mercury Store is an equal opportunity employer. Black, Indigenous, and People of Color (BIPOC) and other candidates who are members of other marginalized communities are strongly encouraged to apply.

To apply, please send your cover letter and resume to hello@mercurystore.com with the subject line "Assistant Producer."