



## **Production Manager**

### **JOB DESCRIPTION**

Performing Statistics is a cultural organizing project that models, imagines, and advocates for alternatives to youth incarceration. The Production Manager's primary role is to coordinate all exhibition logistics for the project. Performing Statistics uses the word "exhibition" to mean any time the creative work is displayed or utilized to further the project's mission. The main focus of the Production Manager will be on the #NoKidsinPrison national tour, but could also include sporadic pop-up exhibitions, parades, festivals, conferences, or other unique opportunities to advocate for juvenile justice reform. The Production Manager is supervised by the Creative Director and works directly with them to ensure that the artwork is inventoried, stored, and archived according to professional best practices, exhibitions are installed and de-installed properly, and shipping and venue logistics are handled efficiently. Essentially, the Production Manager is the caretaker of all the ways our art is used to end youth incarceration.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Logistics management**

- Coordinate with freight services to properly ship exhibition artwork and materials to/from exhibition sites
- Build and/or coordinate the building of crates and other needs customized to support safe, exhibition shipping
- Coordinate with transportation services, like U-Haul, if needed
- In collaboration with the Project Director, track all expenses related to each exhibition

#### **Site coordination**

- Visit sites, if possible, or coordinate with site points of contact to gather all information needed to properly design the exhibition, i.e., measurements, photos, restrictions, etc.
- Support the Creative Director and Creative Strategist in designing exhibition layouts for each site
- Become fluent in all aspects of the exhibition design, including virtual reality technology, in order to install, operate, troubleshoot, deinstall, and ship
- Coordinate logistics for site-specific programming, e.g., finalize catering contracts, securing additional venues, and ordering supplies

#### **Installation, maintenance, and deinstallation**

- Act as the main installer for all exhibitions
- Adhere to the exhibition protocol to ensure efficient exhibition design, install, and de-install processes
- Coordinate with local partners in each exhibition site to identify and manage any staff, short-term labor, and/or volunteers needed for install and de-install

# PERFORMING STATISTICS



## Exhibition storage, inventory, and archive

- Develop and maintain inventory process for all artwork and exhibition materials
- Manage the project's primary storage unit ensuring that artwork and materials are not damaged and are stored according to their specific needs
- Design custom storage solutions as needed to adhere to art storage best practices
- Support the archiving process
- Manage the replacement of art and materials as needed

## Youth engagement

- Work with Engagement Director to manage the involvement of Youth Ambassadors at exhibition install/deinstall
- When possible, develop and build relationships with all youth who come in contact with the project: with youth receiving re-entry support, with the Youth Ambassador Squad, or with youth in partner programs

## Organizational strategy

- Participate in organization and project assessments and organizational strategic planning
- Participate in trauma-informed, youth development trainings
- Other duties, as assigned by the co-directors

## **KNOWLEDGE, SKILLS, AND ABILITIES**

The Production Manager should possess the following set of knowledge, skills, and abilities whether earned through formal education or through experience:

- Exhibition design and installation
- Budget management
- Proper art handling, i.e., storage, archiving
- Light carpentry skills, a plus
- Cultural organizing
- Social justice, with a particular focus on the prison industrial complex
- Highly organized
- Able to adhere to deadlines
- Excellent written and verbal communicator
- Creative problem solver
- Excellent under pressure
- Great team player (team management a plus)
- Strong political analysis

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in the arts, or equivalent work experience
- Experience working on large scale art projects and/or touring exhibitions

# PERFORMING STATISTICS

- Experience with cultural organizing or socially engaged art, a plus
- Experience working with teens, preferred

## **EMPLOYMENT STATUS**

This is a part-time, hourly position starting at \$30/hour. Hours will vary depending on workload, but candidates should be prepared to work variable hours depending on the tour schedule, approximately 10-30 hours per week.

It is preferred that interested candidates are located in Richmond, Virginia, but they must be able to handle an intensive travel schedule as this position will be traveling to each of the tour sites.

## **HOW TO APPLY**

Send cover letter, resume, and three references to [info@performingstatistics.org](mailto:info@performingstatistics.org). Deadline to apply is March 13, 2020. Second round interviews will take place the week of March 16. We hope to make the final decision by the week of March 23.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

Performing Statistics is a project of Social and Environmental Entrepreneurs (SEE). As such anyone working for Performing Statistics is employed by SEE who is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. SEE, and Performing Statistics, do not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws and is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

We encourage and expect a diverse pool of applicants, including those who have come in contact with the justice system.