



Associate Producer (Seasonal)

Brooklyn Bridge Park Conservancy is seeking a part-time producer for the 2024 season: March - November 2024.

Brooklyn Bridge Park Conservancy plays a vital role in creating and energizing this community-focused, world-class urban oasis on the Brooklyn waterfront. A 501(c)3 non-profit, we bring this unique park space to life with more than 500 innovative and engaging educational, cultural, fitness and recreational programs each year. Our free and low-cost events create new and exciting opportunities for tens of thousands of NYC residents and visitors to learn, grow, and experience all that Brooklyn Bridge Park has to offer.

The Conservancy is seeking a part-time **Seasonal Associate Producer** to support our programs & presentation efforts during our **2024 season, March - November 2024**. This position will report directly to the Director of Public Programs (DPP) and lead specific programs as mutually determined.

The department presents approximately 150 programs annually, in genres including dance, music, theater, opera, sound installation, performance art, digital-only presentations, and related hybrids. Performances take place in public spaces across the parkland. The **Associate Producer** works closely with the DPP on realizing their vision by advancing production and technical aspects for select programs

PRIMARY RESPONSIBILITIES & DUTIES:

- Pre-production, including working with DPP & Programs Coordinator to determine staffing, budgeting, feasibility, and other production needs in early stages of project development
- Create, maintain, and track production budgets, ensuring adherence to budget constraints
- Schedule, manage, and supervise part time AV technicians and stagehands
- Develop and steward relationships with artists, crew, designers, suppliers, and other production personnel to ensure effective communication throughout the production process
- Work directly with Park Operations to successfully facilitate programs. Liaise with departments across the Conservancy and outside vendors (curatorial, security, concession, etc.) to ensure clear communication and ample time for problem-solving

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor's degree or equivalent required with at least 4 years of experience in event production, public programming, recreation, arts & culture, or comparable training
- Ability to communicate effectively in both verbal and written format
- Ability to exercise diplomacy in dealing with others, establish and maintain cooperative working relationships; experience supervising, training and evaluating others (intern or volunteer level is acceptable)
- Capacity to function in a fast-paced environment and adapt quickly to changing priorities
- Strong customer service, communication, and interpersonal skills
- Valid state driver's license with clean driving record required. Must be comfortable driving in tight areas around construction, cyclists and pedestrians
- Capability to work outdoors in all weather conditions, as well as the ability to perform physical labor (able to lift 40 pounds, regularly). Work may also be performed at the natural shore line and on unlevel ground
- Ability to work a flexible schedule to meet program needs (regular evenings, early mornings and weekends) is required
- Capacity to confidently and accurately enact Conservancy safety procedures required by staff, program partners and program participants, as well as enforce compliance, communicate related guidelines, and promptly resolve issues as necessary
- Proficiency in Microsoft Office, Google suite, and Adobe programs



Compensation:

This is a part-time, hourly, non-exempt temporary position. Pay rate is \$30 per hour for the season (March 1 - October 31).

How to apply:

Please submit a cover letter, resume and a list of two references (include their names, titles and emails) as a single PDF file to the programming department at programming@brooklynbridgepark.org. Please include, "Producer" - [YOUR NAME]" as your subject line. Interviews will be conducted on a rolling basis until this position is filled. Only those candidates selected for an interview will be contacted.

Brooklyn Bridge Park Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Committed to an inclusive and equitable work environment, BIPOC candidates are strongly encouraged to apply.