



LTC Producer Call for Applications

For more information, email: ltproducer@howlround.com

Release Date: 17 December 2018

LATINX THEATRE
COMMONS

What is the Latinx Theatre Commons (LTC)?

The Latinx Theatre Commons (LTC) is a national movement that uses a commons-based approach to transform the narrative of the American theatre, to amplify the visibility of Latinx performance making, & to champion equity through advocacy, art making, convening, & scholarship. The LTC is a flagship program of HowlRound Theatre Commons, located in the Office of the Arts at Emerson College in Boston, MA.

Job Description: The LTC Producer organizes & facilitates the efforts of the LTC Steering Committee, its members, & its subcommittees. This is a full-time, work-remote position. The LTC Producer reports to the Director of HowlRound & the LTC Steering Committee. Hours may vary month to month, & are dictated by subcommittees' meeting schedules, deadlines set by the subcommittees, & travel requirements. This position requires travel. Duties include:

STEERING COMMITTEE MANAGEMENT

- Onboarding new Steering Committee members to LTC culture, commitments, and protocols
- Working with Steering Committee project champions to move projects forward organically
- Implementing structures for successful participation of all Steering Committee members
- Implementing structures to update Steering Committee on all subcommittee actions

PRODUCING

- Line producing all LTC in-person events
- Collaborating with local partners & host committee to produce events
- Working with subcommittees to plan, program, & produce convenings
- Working with Emerson College Finance Department to issue reimbursements
- Documenting all events via HowlRound Journal, TV, & other outlets
- Leading outreach and invitation processes
- Conducting participant communications & evaluation
- Leading Steering Committee through post mortem evaluation processes

FUNDRAISING & BUDGET MANAGEMENT

- In collaboration with Resource Generation subcommittee & project champion(s), identifying & raising financial resources necessary for LTC programming
- Working with Resource Generation & Office of the Arts Development Team to write, edit, & submit grant applications
- Completing all necessary reporting requirements related to the grant
- Maintaining relationships with LTC funders
- Creating & updating budgets for all projects & fiscal years

WORKING WITH HOWLROUND

- Representing the LTC at weekly HowlRound team meeting
- Checking in with the Director of HowlRound on a weekly basis
- Representing the LTC, related content, & documentation plans at Editorial meetings
- Attending HowlRound events & events as needed to represent the LTC & HowlRound

MEETINGS MANAGEMENT

- Scheduling subcommittee meetings & creating & distributing agendas
- Recording & disseminating notes



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→ Working with facilitators or champions to plan meetings

WEBSITE/SOCIAL MEDIA

- Writing content for & updating the LTC & related event webpages
- Organizing translation for webpage copy & event copy
- Administering Latinx Theatre Commons Facebook, Instagram, & Twitter accounts

Required Skills/Experience include:

- Demonstrated programming, producing, & event management experience
- Demonstrated management/leadership experience
- Flexibility, creative problem solving, and adaptability
- Working knowledge of the U.S. not-for-profit theatre sector
- Experience working in the U.S. not-for-profit arts sector
- Commitment to Latinx arts & culture
- Strong written & verbal communication skills
- Email, Microsoft Office, Google Drive, social media, video conference proficiency
- Ability to lead in a consensus based model with strong facilitation skills

Preferred Skills include:

- Experience editing to a style guide
- Spanish language proficiency
- Demonstrated fundraising experience
- Completion of People's Institute for Survival & Beyond's Undoing Racism® training
- Prior knowledge of the LTC & its work

Compensation/Logistics:

- Fee for services: \$4,583 per month for fourteen months, renewable pending mutual agreement.
- This position is an independent contractor paid through Emerson College. Taxes are not withheld, & Producer does not receive benefits through Emerson College.
- The ideal candidate will demonstrate a willingness to travel often on behalf of the LTC and the ability to be present in the HowlRound office at least one week per quarter.

How to Submit:

Please submit a cover letter (detailing your past leadership experience), resume, & two references to ltcproducer@howlround.com by 3 February 2019.

Hiring Timeline:

The incoming LTC Producer will begin 1 May 2019 & will train with the outgoing Producer May—July 2019. They will co-produce the 2019 LTC Miami Regional Convening. The outgoing LTC Producer's last day will be 31 July 2019. Travel requirements beyond July 2019 will be dictated by future LTC programming.

Required Travel Dates:

- May 2019 (Dates TBD)—7-10 Days of Training at HowlRound offices (Boston, MA)
- Tentative: 5-8 June 2019—TCG Conference (Miami, FL)
- Tentative: 12-15 June 2019—FoldA Festival (Kingston, Ontario)
- 8-14 July 2019—2019 LTC Miami Regional Convening (Miami, FL)