



INTERNATIONAL THEATRE + FRINGE FESTIVAL CLEVELAND

**Position:** Production Coordinator  
**Reports to:** Dale Heinen, BorderLight Festival Co-Director, and Mammalian Diving Reflex

## POSITION DESCRIPTION

The **BorderLight International Theatre + Fringe Festival** is seeking a **Production Coordinator** to be affiliated with one visiting BorderLight Festival production in a variety of roles. The show, which will be created locally under the guidance of visiting international artists, explores the sex lives of older people using a local cast of non-actors over age 65. The Production Coordinator will assist members of the company (Mammalian Diving Reflex) to create this original piece of theatre, which will be performed as part of the BorderLight Festival (July 22-24, 2021). The role is central to the successful realization of a production that has already been presented in many countries around the world and will now be realized in Cleveland. Learn more [here](#).

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- Locate and help recruit six 65+ years old to participate in the production.
  - Participants must be keen, willing to be interviewed and talk openly about their sex lives, and interested in participating in workshops with other participants.
  - We are interested in working with diverse people in the community, including those living in retirement residences, people of all sexual orientations, from all cultural backgrounds.
  - Participants should not be actors.
- Conduct preliminary interviews and collect data on prospective participants
- Be the primary contact for the cast of participants
- Disseminate information about the visiting company, the Festival and the project to participants
- Initiate and manage research arising from participants' interviews
- Schedule participants for workshops and performances
- Participate in production workshops
- Act as a point-person for the participants: communicating with them (via email, phone, text) regarding any questions or concerns they may have, changes to scheduled activities, new plans as they arise, etc.
- Administration and production assistance:
  - Scheduling
  - Collecting contracts and waivers from participants
  - Arranging payment of honoraria (in collaboration with the Festival)
  - Managing the social outings budget (in collaboration with the Festival)
  - Assisting with script printing and final rehearsals
  - Communication with venues and venue staff as required
  - Providing hospitality (snacks, coffee etc.) for workshops and rehearsals
  - Assisting with sourcing props and materials as required
  - Once shows begin, show the participants where to put their things, assist in management/setting up of archive materials
  - Assisting with resetting stage and props
- Participating in the performance
  - During the show, the entire production team, including the Production Coordinator, participates onstage for a few key moments.
- As the project unfolds, position may include additional responsibilities within the scope of production support

## OVERVIEW

The job has two phases.

### **PHASE 1: *Participant outreach/recruitment and pre-production research***

Part-time early February – May 1. Approximately 5-10 hours/week.

Early February – March 1: recruit potential cast members (15-20 prospects)

March 1 – May 1: interview potential cast members and fill out recruitment docs

### **PHASE 2: *Production and performance***

Part-time for 5 weeks, mid-June through July 25. Approximately 12-15 hours/week\*.

\*Note: June 26<sup>th</sup>-July 2<sup>nd</sup> will require more hours of work, but following this, the demands of the role will fall within within the 12-15 hours/week range.

## QUALIFICATIONS

- Background in theatre preferred
- Excellent organizational and written/verbal communication skills
- Resourceful approach to problem-solving
- Proficiency with Microsoft Office, especially Excel
- A commitment to diversity; a passion for the arts and audience engagement
- Positive and professional attitude, with strong diplomatic skills and the ability to work calmly under pressure
- Recruiting and interviewing experience a plus
- Public speaking skills a plus

**Terms:** Part time, temporary position, freelance contract from (approximately) February 1, 2021 to the end of July 2021. Must be flexible with variable hours and available for evening and weekend work. *Salary:* \$3,000.

**How to apply:** Qualified candidates may submit a cover letter and resume via email to: [info@borderlightcle.org](mailto:info@borderlightcle.org) (Attn: HR) No phone calls please.

*BorderLight 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.*