



Job Description: Producer (Part-Time, Year-Round with Seasonal Variation)

Summary

BorderLight Theatre Festival seeks a highly organized and motivated theatre professional to produce the annual BorderLight Fringe Festival. The Producer serves as the primary liaison for participating artists and coordinates logistics from pre-planning through festival completion and represents the Fringe festival publicly. Reporting to the Executive & Artistic Director, the Producer collaborates with staff, contractors, and partners to ensure a smooth and successful festival. The position requires initiative, attention to detail, and the ability to work independently in a dynamic environment. Hours vary seasonally, with increased workload in the months leading to and during the festival.

About BorderLight

BorderLight Theatre Festival is an annual event in downtown Cleveland presenting local, national, and international artists whose work fosters connection and cross-cultural understanding. Since 2019, BorderLight has enriched Northeast Ohio's creative landscape through accessible performances and community partnerships.

Responsibilities

- Serve as primary contact for Fringe artists and manage communication throughout the season.
 - Coordinate artist applications, selection, contracting, and scheduling.
 - Oversee venue assignments, artist surveys, and housing logistics.
 - Collaborate on artist marketing, box office setup, and promotional materials.
 - Represent the festival in public and media settings.
 - Help lead on-site Fringe festival operations and contribute to post-festival evaluation.
 - Contribute to planning for the following season and assist with partner and artist outreach.
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Required Skills and Experience

- Experience in theatre production, stage management, or theatrical operations.
- Demonstrated commitment to inclusion and representation.
- Strong organizational and problem-solving skills with a deadline-driven mindset.
- Collaborative, adaptable, and able to work independently.
- Excellent written and verbal communication; ability to advocate for self-producing artists.
- Proficient with Microsoft Office and Google Workspace (Drive, Forms, Sheets, Docs).
- Comfortable learning and using new software and digital tools.
- Comfortable with public speaking and media appearances.

Preferred Skills

- Familiarity with ticketing, CRM, or project management systems (VBO, Airtable, etc.).
 - Working knowledge of technical theatre (lighting, sound).
 - Understanding of the local and national theatre landscape.
 - Experience managing website content (WordPress or similar).
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Hours and Compensation

- **Compensation:** \$23,000–\$25,000 annually, paid monthly (based on approximately 1,200 hours per year).
- **Schedule:** Approximately half-time, averaging 20–25 hours per week, with hours varying seasonally.
- **Work Mode:** Primarily remote with flexible hours; some evenings and weekends required.
- **Onsite Requirement:** Fully onsite during festival week.
- **Benefits:** No health or retirement benefits. Includes a limited number of paid federal holidays and flexible paid time off with advance approval.

Season	Typical Weekly Hours
Winter (Jan–Feb)	25–30 hrs/week
Spring (Mar–Apr)	30–35 hrs/week
Early Summer (May–June)	35–40 hrs/week
Peak Season (July)	45–50 hrs/week
Late Summer (Aug)	10–15 hrs/week
Early Fall (Sept)	10–15 hrs/week
Fall Prep (Oct–Nov)	20–25 hrs/week
Holiday Period (Dec)	~10 hrs/week for 3 weeks

What We Offer

- A collaborative, supportive team culture that values creativity and initiative.
 - The opportunity to work closely with artists and help bring an acclaimed festival to life.
 - A flexible, primarily remote schedule.
 - A meaningful role in shaping a festival that connects audiences through bold and original storytelling.
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How to Apply

Email a cover letter and resume to Dale@borderlightcle.org (Attn HR: Producer). Applications reviewed on a rolling basis.

Equal Opportunity Statement

BorderLight Theatre Festival is an equal opportunity employer committed to creating an inclusive environment where all individuals are valued and respected. We encourage applications from people of all races, ethnicities, genders, sexual orientations, ages, abilities, and backgrounds and seek team members who bring a range of perspectives and lived experiences to our work.