Manager of Event Production
Theatre Communications Group (TCG), the national organization for theatre, seeks a Manager of Event Production to join its Department of Fieldwide Programming. This position serves as a producer and facilitator of meetings and other external-facing TCG events. The Manager of Event Production collaborates with a cross-section of departments within TCG to produce in-person and virtual convenings, webinars, live streams, and other event experiences. The Manager, who should be based in the New York City area, reports to the Director of Fieldwide Programming and will help to conceptualize, execute, and produce events and experiences within TCG’s seasonal calendar, including managing production schedules, technology, staffing, and logistics.

About the Organization
Theatre Communications Group (TCG) is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission to lead for a just and thriving theatre ecology. Since its founding in 1961, TCG’s constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members; TCG advances a better world for theatre and a better world because of theatre. TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG’s partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America’s largest independent publisher of dramatic literature, with 19 Pulitzer Prizes for Drama on the TCG booklist. It also publishes the award-winning American Theatre magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a more extensive public understanding of and appreciation for the theatre. For more info, visit: www.tcg.org.

About the Department
The Department of Fieldwide Programming focuses on the development of programs that connect theatre practitioners with each other and TCG knowledge partners and offer a wide range of resources to the broader theatre field. Responsible for generating earned event revenue between $200,000 and $350,000 per year, the Department of Fieldwide Programming is charged with understanding the most pressing professional development needs of our field, leading the growth of TCG’s distance learning offerings, and creating collaborative processes and enhanced cohesion between TCG’s various programming departments. The department, consisting of two full-time staff members and helmed by the Director of Fieldwide Programming, produces large-scale and intimate TCG convenings and events with a variety of internal and external partners. The Department will also work with consultants, as needed, and together with Executive Leadership work to determine the best structure for the Department that will help advance its goal in a realistic and efficient manner.
What You Will Be Doing

- Leading the production of TCG events, in collaboration with other TCG staff with opportunities for over-hire support and outsourcing, including but not limited to:
  - Large-scale virtual, in-person and hybrid convenings
  - Smaller-scale virtual, in-person and hybrid summits
  - Webinars and online learning sessions
  - *American Theatre* magazine events
  - TCG Books events, such as TCG Books Presents
  - Fundraising and cultivation events, such as TCG’s Gala
  - Responsive programming/events, requiring a faster turnaround time
- Supporting the management of the TCG season calendar and participating in cross-departmental season planning sessions.
- Working collaboratively across TCG departments to lead production from event inception to execution and evaluation.
- Managing logistics of TCG event production, such as: production timelines, expense tracking, venue relationships, technology and audio/video contracts, vendor partnerships, accessibility services, staffing and labor coordination including hiring and supervising seasonal event staff, and other event responsibilities as needed.
- Working closely with internal and external programming partners to ensure event production process and execution reflects TCG’s values and supports the season’s programming goals and intended outcomes.
- Liaising across departments to ensure event and programming needs are being addressed and supported, including registration, website content management, attendee experience, and production-related deliverables for sponsor activations.
- Supporting post-event closeout activities, including debriefing and evaluation, data collections and analysis, budget reconciliation and speaker compensation, and distribution and archiving of event content.
- Additional tasks as necessary to ensure the success and impact of TCG’s Fieldwide Programming.

What You Need for this Role

TCG’s Manager of Event Production should have a commitment to our mission; core values; and its equity, diversity, and inclusion (EDI) work within the workplace and in the theatre field. They should be collaborative, empathetic, and resourceful, and be able to productively work with a diverse staff, board, and network of external partners. Outstanding communication skills are essential, as are strong attention to detail and an ability to effectively manage multiple projects at once. Optimal candidates will have a commitment to learning and growth for themselves and their colleagues. The Department of Fieldwide Programming will prioritize candidates with experience in producing virtual and in-person events within or beyond the theatre field. A knack for designing and executing efficient processes and an ability to quickly learn new systems are qualities of our ideal candidate. In addition to these qualities, we are seeking someone who has:

- Strong commitment to anti-racism and equity, ideally with some inclusivity training experience.
- A minimum of 3 years of producing or stage management experience in events, theatre, and/or immersive entertainment.
● Demonstrated skills, knowledge, and experience in planning or coordinating large-scale events in a collaborative capacity.
● Some familiarity with the nonprofit theatre field.
● Exceptional organizational and project management capabilities.
● Experience managing budgets and supervising staff, interns, and/or volunteers, in the workplace and/or on site at productions or events.
● Depth of knowledge in working with Zoom and other virtual meeting platforms, including live stream platforms and/or online and app-based management tools for virtual meetings and events.
● Working knowledge of Google Drive and Microsoft Office functionality, and ability to learn new digital platforms with relative ease.
● A sense of humor, a passion for bringing people together, and an interest in creating dynamic in-person experiences for arts professionals.

Compensation, Benefits, and Other Information
The salary range for this position is between $58,500 and $62,500. TCG also covers 100% of health insurance premiums. Additional benefits include two weeks of vacation, four personal days, paid sick time, and other company time-off and holidays.

Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and fun events for staff designed to foster a warm, inviting, and friendly office culture.

Staff members participate in mandatory year-round ED&I, accessibility, and anti-racism training. As well as participating in various internal workgroups: TCG’s ED&I Workgroup, BIPOC@ TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff. While TCG is currently working remotely, this position requires residency within commuting distance of New York City.

How to Apply
Please include “Manager of Event Production” in the subject line and email résumé, cover letter, and 2-3 references in a single attached file to job@tcg.org. All materials must be sent via email. We will respond only to those resumes in which we have interest. Potential start date for this position is August 1, 2022.

Application Deadline
Applicants are encouraged to submit their materials as soon as they’re able to, and TCG will review on an ongoing basis through June 2022.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the broad diversity of the U.S. and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in all areas of our work and workplace. We strongly encourage candidates who identify as women, People of Color, LGBTQ+, neurodiverse, people with disabilities, and non-binary or gender nonconforming to apply.