

JOB POSTING

Queer Cat Productions is seeking an Associate Artistic Director.

Who We Are: Queer Cat Productions is a Bay Area-based theater company with a mission to create consent-forward, accessible, immersive theater and experiences that leave our audiences more connected. Learn more at queercatproductions.com.

What The Position Is:

The Associate Artistic Director will join Co-Artistic Directors Syr Beker (they/them) and Nicole Jost (she/her) in a three-person leadership team. We work closely together on every aspect of running the company, from budgets, to grants, to social media, to working with artists and company members. Decisions are made collaboratively through consensus.

Term:

We are seeking a minimum commitment of one year. If all goes well, we hope for the position to evolve into a full Co-Artistic Directorship after one year.

Time Commitment:

- 10 hours/week, with paid time off (see below)
- Attendance at weekly (virtual) Artistic Director check-ins and monthly (virtual) Company meetings
- Our regular operations (excluding performances and rehearsals) are Monday through Friday, 10am-6pm Pacific Time. We are looking for at least 60% of the Associate Artistic Director's availability to fall during those hours.

Accessibility Information: This is a remote position with weekly meetings on Zoom. If you have access needs or questions that have not been answered in this post, please reach out to us at queercatproductions@gmail.com.

What's Expected (Responsibilities):

- Work closely with Co-Artistic Directors to define vision and plan productions;
- Lead QCP social media: develop strategy, write copy, post weekly, etc;
- Support QCP's marketing (email newsletter, etc.);
- Support QCP's development and fundraising (grantwriting, etc.);
- Help with all aspects of QCP company management, including communicating with company members and artists-in-residence;
- We intend for this to be an evolving position. We welcome your perspective and creativity, and we want you to bring your ideas to Queer Cat. And of course, we can't predict the future: there will be other things that come up!

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What We're Looking For:

- Alignment with our mission, vision, and values (queercatproductions.com/catifesto);
- Interest in creative possibilities for company leadership and artist management;
- Willingness to learn on the job;
- Basic fluency with Zoom, Google Drive, and social media platforms (Instagram, Twitter, Facebook);
- Responsiveness to communications (responds to emails within two business days);
- Social media experience;
- Theater production experience in a non-acting role (i.e. design, tech, crew, directing, producing and/or self-producing, front of house etc.);
- Current involvement in theater, community organizing, and/or queer community building;
- At least 60% overlap with our work schedule - need not be based in the Bay Area!

What Would Be Even More Amazing:

- QTBIPOC (Queer and/or Trans Black, Indigenous, and/or People of Color) to the front!
- Lived experience of being Black, Indigenous, and/or a Person of Color (BIPOC);
- Lived experience of being trans, nonbinary, and/or gender non-conforming;
- Lived experience of being a member of one or more disability communities;
- Able to communicate in one or more of the following languages: ASL, Spanish, Mandarin, Cantonese, and/or Tagalog;
- A vision for how administrative involvement in a theater company can serve your development as an artist and activist.

Compensation, PTO, etc.:

- Pay at Queer Cat Productions hourly rate (flat for all artists working with our company) of \$22/hour
- 60 hours (6 weeks) of paid time off (PTO) each year, with an additional 30 hours (3 weeks) of PTO available as needed.
- A work environment that prioritizes impact over intent, and where we value one another as whole persons with compassionate understanding and flexibility;
- Our commitment to work and a working environment that is queer, not just in content or people, but in vision, perspective, care, and collaboration at every level of the process;
- Many, many cat puns.

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How To Apply

Go to bit.ly/qcp-apply. You will be asked to provide your contact information, along with answers to four questions and supporting materials for your application.

The four questions can be answered in list form, paragraph, letter - any format that works for you. They are: 1) How does who you are inform what you do? 2) What does queerness mean to you? 3) What shows have you worked on? Tell us about a project you worked on as an artist and/or activist that you're proud of. 4) Why do you think you'd be good for this job?

Some examples of supporting materials are: a resume, example social media posts, a work sample (i.e. press release you wrote, website you made, information about an event you held, etc.), or other ways we can find out about your relevant experience and work.

Questions For Us? Write to Syr and Nicole at queercatproductions@gmail.com.