East/Northeast

CURRENT JOBS IN PERFORMING ARTS
The National Employment Bulletin for the Performing Arts Professions
June 2015

1834 Olmstead Dr., Falls Church, VA 22043
(703) 506-4400, FAX: (888) 870-3069
www.graduatejobs.com
e-mail: admin@graduatejobs.com

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ENTRANCE STAFF, BRIC, Brooklyn, NY. PT, 20 hours/week for 10 weeks, 05/27/15-08/12/15. Welcome audience members, answer questions, solicit donations at entrances, engage w/ audience members, manage lines to venue entrances, inspect audience members’ bags for items not allowed into concert, answer questions, engage audience, distribute programs, addl materials. Req exp interacting w/ public, strong voice projection, strong orgz skills, ability to handle cash, make change, professional appearance, ability to stand outside on feet for 6-8 hour shift, lift 25 lbs. College students on break encouraged to apply. http://bricartsmedia.org/about/jobs-and-internships#entrance-staff

FREELANCE SHOOTERS, BRIC, New York, NY. Shoot ENG style news, 6-8 hours/week, 05/01/15-10/01/15. Engage camera and lighting operators, set up lighting, focus, monitor sound, maintain equipment. Require strong interpersonal skills, pref know theatrical automation, hydraulics. BFA technical theatre/rel, know scenery construction techniques incl carpentry, welding, theatrical rigging, ability to generate, interpret drawings in AutoCAD, ability to read, understand blueprints, experience working in a busy theatre environment. Req 3 yrs production exp, 2 yrs working ENG style. http://bricartsmedia.org/about/jobs-and-internships#freelance-shooters

PROGRAMS AND DEVELOPMENT ASSISTANT, Concert Artists Guild, Inc., New York, NY. Assist in admin of all aspects of annual competition incl database mgmt, applicant point person, scheduling, updating materials, produce programs, manage attendance, assist w/ addl logistics for all concerts, manage development database incl running reports, entering info, generate thank you letters, assist in preparing all correspondence, grant proposals, process checks. Req BA/BS. https://www.nyfg.org/classifieds/Job/111796c-3222-4c98-a206-8ec4cd49e0ff App ddl 06/26/15.

BUSINESS OFFICE SPECIALIST, Yale University, New Haven, CT. Process financial transactions incl accounts payable, Purchasing, payroll, revenue deposits for school of drama, repertory theatre, serve as principal source of info concerning financial policies, procedures, financial activity. Req strong problem-solving, multitasking, customer service exp, exp working in large, complex professional theater/arts orgz, pref exp working in admin &/or financial aspects of higher education. Req #: 30291BR. http://www.yale.edu/hronline/careers/application/external/index.html

VISITOR EXPERIENCE HOST, National Constitution Center, Philadelphia, PA. PT. Provide visitor assistance thru museum, provide general museum info incl museum admission prices, theater times, membership info, assist at various checkpoints, provide general info/greeting in theater areas, assist in handling visitor issues, assist in building evacuations in case of emergencies. Req 1-3 yrs customer service exp, outgoing, friendly personality, excel customer service, communication, interpersonal, orgz skills. http://constitutioncenter.org/about/careers/part-time-visitor-experience-host-1

MUSEUM THEATRE AND STAGE MANAGEMENT INTERN, National Constitution Center, Philadelphia, PA. 12-20 hours/week, 09/15/15-12/19/15. Learn procedures, skills, knowledge necessary to run professional theatre program in museum setting, assist production stage mgr, theatre programs staff in production process for theatre program, learn technical elements to production process, track script changes, track props, aid stage mgr w/ creation of scene breakdowns, plots, schedules, assist w/ house mgmt, talent scheduling, budgeting, script revisions. Req junior or senior undergrad or grad students majoring in performing arts/arts mgmt, excel writing, communication, orgz skills, some technical knowledge in lighting, sound backstage crew, pref stage mgmt exp. http://constitutioncenter.org/about/careers/theatre-interns-2b93252b9ab7

PRODUCTION ASSISTANT INTERNSHIP, Primary Stages, New York, NY. 20-25 hours/week, begin 09/04/15. Work w/ stage mgmt in rehearsals, on production run crews, attend all rehearsals, tech, performances on given show. Req orgz, communication, writing, MS Office skills, interest in nonprofit arts, pref backstage theater exp. $50/week stipend; academic credit possible. http://primarystages.org/about/internships App ddl 06/01/15-07/07/15.

COMMUNITY LIFE COORDINATOR, The Long Community at Highland, Lancaster City, PA. Develop, maintain activity programs to meet physical, social, psychological, spiritual, emotional needs of residents, coordinate programs in conjunction w/ residents’ activities of daily living. Req therapeutic recreation license, certification eligibility or 2 yrs exp in social or recreation program w/in last 5 yrs or qualified occupational therapist or occupational therapy assistant.
http://jobs.presbyterianliving.org/job_postings/2263

ASSISTANT TECHNICAL DIRECTOR, Arena Stage, Washington, DC. Collaborate w/ technical director, designers, other production depts, create shop drawings of designed scenery, update scenic plans, learn, expand capabilities in all areas of technical production, monitor load-in of scenery, attend technical rehearsals, assist w/ planning, build, tech, maintenance, technical needs for productions, events, assist w/ distribution of scenic designs, maintain project info. Req BFA technical theatre/ref, know scenery construction techniques incl carpentry, welding, theatrical rigging, ability to generate, interpret drawings in AutoCAD, strong interpersonal skills, pref know theatrical automation, hydraulics. http://www.arenastage.org/about/employment/assistant-technical-director

CASTING SPECIALIST/MARKET OUTREACH, Backstage LLC, New York, NY. Research entertainment/industry markets, compile lead lists, line up meetings, introduce online casting tools to casting directors, agents, filmmakers, theater creators, film schools, production companies, actors, performers, digital-video producers, directors. Req strong research, outreach skills, know casting needs, processes of film students, industry professionals, communication, interpersonal, time mgmt, research, outreach, mkting skills, pref casting exp. https://jobs.lever.co/backstageeb79f1ec9-0ad5-4361-85d8-2b93252b9ab7
AUDIOTRANSMISSION TECHNICIAN, Philadelphia Museum of Art, Philadelphia, PA. Set up, operate sound systems, projection systems, video, sound recording eqt, mixing boards, microphones, speakers, projectors, interactive devices, video monitors, lighting in support of museum’s programs, events, transport, assemble, operate, maintain, repair eqt used in events, presentations, assist in production of audio, video multimedia projects for museum exhibits, website, social media. Req excel technical knowledge of presentation, video recording, teleconferencing, other AV hardware, know IT systems, AV eqt troubleshooting exp, know audio, video production, editing hardware/software, strong customer service skills, ability to lift, carry 50 lbs. http://philamuseum.org/jobs/

LIGHTING SUPERVISOR, New York Live Arts, New York, NY. Maintain all lighting eqt in theater, backstage, lobby areas, manage temporary theatrical installations in studio spaces, serve as master electrician for productions in theater, studio, assist w/ repertory light plot, design, maintain drawings, paperwork for repertory light plot, create archival records of all productions incl light plot, paperwork, console show file. Req BA/BS/BFA technical theater/design, know all aspects of theatrical lighting design, production, basic understanding of fundamentals of electricity, troubleshooting, communication, interpersonal, problem-solving, orgz, time mgmt skills, know Vectorworks, Lightwright, MS Office, ETC eqt, pref touring exp. No phone calls. http://www.newyorklivearts.org/about/jobs.php

PIANO ACCOMPANIST, Special Needs Arts Programs, Inc., Lexington, MA. Attend rehearsals Mon/Wed nights during school year, attend fall, spring concerts, fundraising events, add events as reqd, piano accompanying, sight-reading, improvising, transposing, orgz/set up at rehearsals, special events, support chorus members. http://www.indeed.com/cmp/Special-Needs-Arts-Program-Inc/jobs/Piano-Accompanist-8958a62e9d706d1

TEACHING ARTISTS, Attack Theatre, Pittsburgh, PA. Teach in summer arts program, combo of summer camp/summer school, create lesson plans, plan, prepare, conduct 2 movement classes/day, work w/ teaching artist assistant to prep physical space. Req BA/BS dance/performing arts/education-rel, K-12 teaching exp in community or school settings, problems-solving, communication skills w/ children, adults. http://attacktheatre.com/people/employment


PRODUCTION MANAGER, Levine Music, Rockville, MD. Sun 11 am-6 pm, Mon 1 pm-9:30 pm, Thurs 6 pm-9 pm. Work w/ students in musical theater training program, attend all rehearsals, coordinate audition dates, create, manage online audition sign-up link, communicate w/ assists parents, students in audition sign-up process, manage auditions for all programs, coordinate offer letters, track acceptances, assist w/ enrollments, create, manage year-long production, rehearsal schedule, manage calendar, rehearsal materials, create rehearsal reports, admin duties. Req BA/BS, excel orgz, admin, communication, customer service, computer skills, pref music/theater major. http://www.levinemusic.org/component/content/article/39-employment/1129-act-two-levine-production-manager

MARKETING ASSOCIATE, The Flea Theater, New York, NY. Plan, manage, execute public image of theater, handle mkng of all productions, programs, festivals, write press releases, maintain website, assist w/ scheduling, manage videographer, graphic designer in creating production specific promotional materials. https://www.nyfa.org/Classifieds/Job/c4956f09-23e7-4d06-a717-83b3b5e5e307

ASSOCIATE ARTIST PROGRAM INTERN, New York Live Arts, New York, NY. 3-month commitment, 8-15 hours/week. Assist w/ processing fiscal sponsorship apps, set up donation pages for fiscally sponsored artists, send out acknowledgments to donors, assist in providing artist services such as mailing lists, consultations, ad processing, assist w/ social media updates, update forms, assist w/ event coordination, execution. http://www.newyorklivearts.org/about/jobs.php

FILM PROGRAMMING INTERN, Rubin Museum, New York, NY. PT, 20 hours/week for min 4 months. 05/15-09/15. Assist w/ dept needs in production of ongoing feature film &/or documentary film series, research ideas for future feature, documentary film series that are inspired by museum exhibits, content, research film introducers, book introducers, obtain contact info, coordinate speaker’s museum visit, create, proba mkmg materials for events, set up, house manage ongoing events. Req orgz, interpersonal skills, exp in, in-depth knowledge of feature film &/or documentary films, pref interest in event production, arts. http://rubinmuseum.org/images/content/Rubin_MuseumInternships_SUMMER_2015.pdf


MEMBERSHIP ASSOCIATE, The Actors Fund, New York, NY. Work w/ members to fulfill high volume of house seat ticket requests, educate members on use of ticket program, membership benefits, encourage members to upgrade, coordinate benefits for all members incl appropriate number of at-cost tickets, free special performance tickets, identify prospects for membership upgrades, maintain ticketing database, suggest, implement upgrades. Req BA/BS, 1 yr exp in working w/ membership programs, customer service, special events w/in fundraising dept of nonprofit institution, excel orgz, communication, computer, writing skills. Hourly salary. https://home.eseec.adp.com/recruit2/?hd=13376881&t=2

EMPLOYMENT SPECIALIST, The Actors Fund, New York, NY. Establish, maintain ongoing personal contact w/ biz, industry reps, job placement/training agencies to promote participant placement, manage performance contracts, track participant outcomes, report findings as reqd to funding sources, plan, orgz, conduct weekly, quarterly job search skill seminars, assist w/ assessing job skills, readiness for prospective positions. Req BA/BS social sciences/biz/rel, know methods, techniques of job development, participant placement, 3 yrs exp in job development, know various biz industry, employer needs, exp working w/ adult population, exp planning, conducting training sessions, workshops or seminars. Some local travel. https://home.eseec.adp.com/recruit2/?id=13016011&t=1

EVENT COORDINATOR, Wildwood Programs, Schenectady, NY. Manage, coordinate all events, develop, implement mkmg, PR materials associated w/ foundation, events, motivate, support volunteers, solicit donations, control costs, modify procedures to enhance event effectiveness. Req BA/BS, 3 yrs event mgmt exp, nonprofit exp or rel, MS Office, Raiser’s Edge, interpersonal, communication, time mgmt skills, driver’s license, own vehicle. https://www.wildwood.edu/index.php?option=com_jobboard&view=job&id=276&catid=1&lyt=list


RESIDENT ARTIST PRODUCTION INTERNSHIP. The Brick, New York, NY. Year-round, 15-30 hours/week for 12-16 weeks. Provide rehearsal support, front of house support, production-rel duties, assist w/ stage mgmt, props, video, projections. Req attention to detail, excel writing, communication skills, know MS Word, Excel, general internet proficiency, pref background in dance, music, theater or performing arts. Travel stipend. http://www.thebricktheater.com/

LEARNING & DEVELOPMENT ASSISTANT. Sony Music Entertainment, New York, NY. Collaborate w/ range of internal/external stakeholders in order to improve organizational capability thru provision of focused, targeted L&D interventions, maintain schedule of L&D activities in US, provide event support, assist w/ managing 3rd party supplies to design, deliver, evaluate learning, development initiatives. Req interest in L&D field, 1-2 yrs exp in L&D in corporate environment, strong interpersonal, communication, multitasking skills. Job ID: 2015-4724. https://jobs.sonyusicms.icims.com/jobs/4724/learning%-26-development-assistant/job

COACHING VIDEO SPECIALIST. MLB.com, New York, NY. PT overnight position. Verify game logs, generate videos of all pitches in particular game, quality check the audio, video of each pitch in game, adjust the in/out points as necessary using our proprietary cutting software, process clips thru data asset mgmt system to create video of each play, compile, send report at end of shift regarding any/all problems. Job ID: 1053311b. http://www.mlb.com/careers/opportunities.jsp

ADMINISTRATIVE ASSISTANT. Gelsey Kirkland Academy of Classical Ballet, New York, NY. PT, permanent. Work w/ artistic staff, executive director, rental coordinator to prepare, maintain weekly schedule, manage lobby space incl professional dancers, children, rentals, admin duties, assist w/ setup for in-studio events, rentals. Req BA/BS, orgz skills, pref arts admin background, love arts. https://www.nya.org/Classifieds/Job/66476cfa-b0a0-4afa-ba77-03fd6b4331b

PERFORMING ARTS INTERNSHIP. Symphony Space, New York, NY. PT, 10-20 hours/week. Assist w/ admin, production of over 70 events/year in music, theater, family programs, assist w/ day-to-day operations, attend dept meetings, monthly staff meetings. Req undergrad or grad students or recent grads, strong writing, editing skills professional, friendly manner. No phone calls. http://www.symphonyspace.org/employment

HOUSE MANAGER. Shakespeare Theatre Company, Washington, DC. FT. Provide service for audiences at performances, events, train, supervise PT staff, volunteer ushers, serve as main contact for patrons, theatre staff during performances. Req excel customer service, human resource mgmt, multitasking skills, professional theatre house mgmt exp, driver’s license, pref Tessitura exp. http://www.shakespearetheatre.org/info/about/jobs#hom

SOUND BOARD OPERATOR. Shakespeare Theatre Company, Washington, DC, FT, seasonal position. Meet all audio, video needs for all productions, events in Lansburgh Theatre, resp for any eqt maintenance, repairs reqd, perform load in/load out, ensure accurate archival of performances incl show data, paperwork. Req BA/BS technical theatre/equiv professional exp, know QLab or similar audio playback software, basic understanding of intercom, paging, production video eqt, pref know recording London Architect. http://www.shakespearetheatre.org/info/about/opportunities/jobs#sbo

APPRENTICESHIP PROGRAM. Company One Theatre, Boston, MA. Learn skills to work on professional theatrical productions, take classes on essential skills, production process. Req interest in theatre as vocation or avocation. http://companyone.org/stage-one-stage-one-overview/


TELESERVICES ASSOCIATES. Shakespeare Theatre Company, Washington, DC. PT, 12-20 hours/week. Sell tickets, subscriptions to theater. $9.50-$15/hour, free tickets to all productions. http://www.shakespearetheatre.org/info/about/opportunities/jobs#ela

AUDIO/VISUAL INTERNSHIP. Symphony Space, New York, NY. 30 hours/week, 06/15-08/15. Assist w/ recording, taping, editing, publishing various audio, video projects incl archival audio recordings of Symphony Space shows, intros for story downloads in online shop, promotional podcasts, video promos for events, edit video, audio projects, upload audio files for online streaming, admin mgmt of media files, inventory, write copy, record talent. Req undergrad or grad student or recent grad, pref know Premiere, ProTools. Unpaid position. No phone calls. http://www.symphonyspace.org/employment#AVintern

DIGITAL MEDIA PRODUCER. Solomon R. Guggenheim Foundation, New York, NY. Create audio, video for museum’s collection, exhibits, external programs, rel activities, lead multimedia creation thru all phases of production, record, edit audio, video, film/edit video, sound mix, color correct files as needed by dept, supply audio/video files w/ appropriate naming, compression specs based on museum guidelines. Req media production exp, know Premiere, Final Cut, Audition, Photoshop, After Effects, Audacity, video hardware, strong interpersonal, communication, orgz skills. https://www.nyfa.org/Classifieds/Job/e6cc1913-d529-4854-b06c-ece894989cfa


EXECUTIVE ASSISTANT. The Washington Ballet, Washington, DC. Manage daily schedule of activities, events, meetings for artistic, managing directors, read, research correspondence, collect, analyze info, coordinate, update changes to company master calendar, field phone calls, arrange, schedule meetings, assist on special projects. Req BA/BS, 3 yrs admin exp for performing arts orgz, 2 yrs nonprofit performing arts industry exp in artistic, production or admin capacity, excel typing, admin, presentation, communication skills, pref customer service exp. http://washingtonballet.org/about-twb/auditions-employment/

DEVELOPMENT DIRECTOR. Burlington City Arts, Burlington, VT. Design, implement development plan, direct fundraising, assist w/ long range planning, maintain, analyze solicitation contacts, comprehensive outreach database. Req BA/BS rel, 3 yrs exp in development, sales or fundraising, know arts, community, strong communication skills, pref exp w/ donor database software. $47.8K. http://www.burlingtoncityarts.org/jobs-and-volunteer

EDUCATION PROGRAM MANAGER. The Washington Ballet, Washington, DC. Plan, implement in-school dance education program in designated public elementary schools, community settings, teach dance, bullet techniques to 2nd, 3rd grade students thru arts exp, arts integration models, manage, coordinate teaching, training activities w/ school personnel for maximum success of program operations, research industry models, practices, theories to keep current w/ natl, local dance education standards, choreograph, direct dance performances at culminating events to demonstrate students’ techniques, progress, abilities. Req BA/BS dance education/instruction, 2 yrs professional teaching exp, know web-editing platforms, ballet, multiple dance disciplines, pref know web designer software http://washingtonballet.org/about-twb/auditions-employment/
COMMUNITY ENGAGEMENT INTERN. The Washington Ballet, Washington, DC. 15-35 hours/week. Support activities of community engagement, education dept, assist w/ summer dance intensive program, assist w/ classroom work, behavioral strategies of students, communicate w/ parents, key stakeholders, assist w/ mgmt, development of program, community engagement work, monitor social media, e-news calendars, assist w/ payments to vendors. Req completing dance education/dance/dance minor degree, arts mgmt or community engagement degree in higher education, excel verbal, writing, communication skills. http://washingtonballet.org/about-twb/auditions-employment/

DEVELOPMENT ASSOCIATE. The Harmony Program, New York, NY. Plan, execute comprehensive fundraising program to achieve contributed income goals, manage, implement plan to ensure annual development goals are met, research, write grants apps, prepare all required interim, final reports for grants received incl city, state, federal gov grants, work w/ admin team on all special events details, assist in development of printed mgmt materials, prepare orgz’s annual report. Req 3 yrs development exp, commitment to mission of expanding access to music education, time mgmt, orgz, analytical, communication, strategic, computer skills. https://www.nyfa.org/Classifieds/Job/c2c5708b8-8111-4b85-a0e3-1f1b6246d0f0

SUMMER POSITION. Hamptons Music Sessions, New York, NY. FT temporary position. Assist w/ nonprofit summer music festival, fundraising/events, donor cultivation, strategy development. Based in NYC/telecommuting w/ trips to Hamptons for events, concerts, parties. Req BA/BS, orgz, creative, communication skills, refined networking skills, outstanding personality, background in music, development, special events, communications. https://www.nyfa.org/Classifieds/Job/a1fa9d8c-64f4-41e7-bc55-c2671351969d App ddl 06/08/15.


MARKETING DEPARTMENT INTERNSHIP. The Washington Ballet, Washington, DC. PT, min 12 hours/week. Assist w/ weekly activities in mgmt, communications dept rel to PR, publications, special projects, social media, assist w/ daily tasks as requested by mgmt, communications dept, assist w/ monitoring the social media, enews calendar, research info on ballet, mgmt trends, news. Req current enrollment or recently completed coursework in arts admin/mgmt/PR/rel, excel writing skills, interest in performing arts, pref exp w/ social media platforms. http://washingtonballet.org/about-twb/auditions-employment/


BROADCAST ASSOCIATE. CBS News, New York, NY. Produce lead montage for CBS This Morning, orgz, log videotape for use in broadcasts, pitch story ideas, assist producers on feature stories. Req BA/BS, excel knowledge of, interest in news, topics of day, journalism exp, excel interpersonal, multitasking skills, social media savvy, ability to locate viral, talkable stories, know AVID editing systems, exp cutting video. Ref #22347. http://cbscorporation.jobs/new-york-ny/broadcast-associate/51b9225eb1ba49e5b03a797e27f5dc87/job/

ASSOCIATE PRODUCER-BOOKING DEPARTMENT. CBS News, New York, NY. Pitch, book interviews on day-to-day coverage, futures planning, breaking news, coordinate logistics for taped interviews, live remote interviews, research, write proposals, work on various guest bookings, long-term assignments. Req BA/BS, 3 yrs exp, strong editorial judgment, network of contacts, strong communication, orgz, writing skills. Ref #22348. http://cbscorporation.jobs/new-york-ny/associate-producer-booking-department/213a4a08f45543b505c7200f36b8fda/ajob/

DIGITAL MEDIA EDITORIAL COORDINATOR. Showtime Networks Inc., New York, NY. Support creation, scheduling, distribution of content across multiple digital, social media platforms, collaborate w/ editorial, video operations, technology teams on daily basis, assure timely content publishes of copy, metadata, images, video, analyze web statistics to evaluate content effectiveness, usability, assist editorial supervisors in project-oriented tasks. Req 2 yrs industry exp w/in digital content distribution, publishing or post-production, excel interpersonal, orgz, communication, writing skills, exp working w/ content mgmt systems, web publishing tools, ad-serving tools, know video, audio file formats, codecs/compression, know digital tracking platforms, new media landscape, pref BA/BS. Ref #22343. http://cbscorporation.jobs/new-york-ny/showtime-networks-inc/digital-media-editorial-coordinator-temp/ef3dfb9b6c24b58b9f01001492ac2a2/job/

TECHNICAL INTERN. Dixon Place, New York, NY. Work in all aspects of production incl load-in, running shows, load-out, work w/ artists, production staff, assist in technical needs of nightly performances, run lighting, sound video for nightly performances. Pref entertainment technology exp. $100/week travel/food stipend. http://playbill.com/jobs/job_detail/350252

VIDEO SPECIALIST. American Program Bureau, Newton, MA. Create, prepare media of company’s speakers for web distribution using Final Cut video editing software, evaluate, select speaker video clips in terms of info, sales/mktg messaging, quality, video presentation, field, film speakers for use in special commemorative videos, maintain in-house inventory of digital media, create copies for promotional use, upload, maintain videos on website YouTube channels. Req BA/BS digital filmmaking/equiv, exp w/ Final Cut Pro, Adobe Premiere, OS X Yosemite, orgz, creative, communication skills, exp shooting HD video, high quality audio, pref Photoshop, After Effects skills. http://www.apbspeakers.com/careers

PRODUCTION ASSISTANT INTERN. NTN24 USA, Washington, DC. Assist w/ daily production of round table format show in Spanish, manage social media, video editing. Req communications/journalism/film background, 1 yr production exp, bilingual Eng/Spanish, video editing skills, passion for news, social media. http://www.theindeed.com/cmp/NTN24/jobs/Production-Assistant-Intern-2867e51a5d084598

PRODUCER, LIVE WEB SERIES. National Geographic, Washington, DC. Create production schedule in collaboration w/ digital video, NG Live event teams, identify, implement strategies to increase viewership, platforms, attend, direct filming of each life event, receive, manage footage from venue’s audiovisual team, manage releases, clearances, obtain, clear stock footage, archive video deliverables, create, archive legal binders, create, provide finished media assets to website, YouTube, Hulu, addl distribution outlets. Req BA/BS. 3 yrs exp in professional video production, exp researching, creating, delivering legal deliverables to spec for video projects, review, provide constructive feedback to editor, know Final Cut or Adobe editing products, pref TV/Film production/rel degree. Pos #6501. https://careers.successfactors.com/career?company=2633002&career_m=job_listings&navBarLevel=JOB SEARCH&career_job req id=6501


VIDEO INTERNSHIP. American Program Bureau, Newton, MA. PT, 16-24 hours/week. Work in in-house production dept, create, produce, manage videos of speakers for both educational, promotional purposes. Req strong editing, production skills, using Final Cut Suite, MAC platform, understanding of video best practices. [http://www.apbspeakers.com/careers](http://www.apbspeakers.com/careers)

ASSISTANT TO ASSOCIATE ARTISTIC DIRECTOR. The Public Theater, New York, NY. Manage scheduling, upkeep of complex calendar, facilitate all correspondence incl responding to emails, phone calls, assemble materials for meetings, maintain electric, paper filing system for correspondence, project paperwork, budgets, updated scripts, track writing deadlines for recommendations, grant proposals, addl projects, work w/artists, industry colleagues, box office to arrange tickets for theater performances, set up tickets for external productions, reconcile monthly expenses, prepare weekly agenda for staff meetings, track budget. Req 1 yr office exp, exp handling range of executive support-rel tasks, orgz, communication skills, attention to detail, strong knowledge of MS Suite, exp scheduling travel for mgmt, pref know industry. [http://publictheater.com/en/About/Employment/#section0](http://publictheater.com/en/About/Employment/#section0)

ACCOUNTING ASSOCIATE. Guild Hall of East Hampton, East Hampton, NY. PT, 25-30 hours/week. Process accounts payable, allocate, code bills, ensure appropriate authorizations, documentation, ensure prompt payment to vendors, process all deposits incl theater, fundraising, shop income, assist w/ employee benefits admin, maintain vacation records for staff, petty cash admin, ensure compliance w/ 1099 reqs, maintain inventory in museum shop QuickBooks system. [http://www.guildhall.org/join/jobsinternships/](http://www.guildhall.org/join/jobsinternships/)


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**South/Southeast**

PROGRAM MANAGER. Kimball Theatre, Williamsburg, VA. Oversee mgmt of theater, handle all bookings for theatre incl live performance, cultural arts, films, review budget, financial analysis, personnel, admin duties, coordinate, negotiate, execute contracts w/ film distributors, performing arts orgz to establish run dates/times, performance needs. Req know theatre revenue generating streams in both theatrical, cinema, know theatrical, cinema mgmt practices, exp in all admin, know human resources mgmt, excel human relations skills, pref general knowledge of foundation, College of William & Mary, Williamsburg community. [https://www.hrapply.com/cw/ApplyJobView.jsp?link=12923&page=AppJobList.jsp&krid=1022&carid=1022](https://www.hrapply.com/cw/ApplyJobView.jsp?link=12923&page=AppJobList.jsp&krid=1022&carid=1022)

TAVERN PROGRAM INTERPRETER. Colonial Williamsburg Foundation, Williamsburg, VA. Casual, PT. Entertain, inform by interpreting 18th century Williamsburg history, recent folklore, program content, engage in program prep, rehearsal, public performance, interpretation as assigned, prepare for programs, special events by arranging furnishings, artifacts prior to each program/event, monitor area, groups during programs for security purposes, maintain caring attitude. Req combo of education, exp, general knowledge of Colonial Williamsburg Foundation, ability to work in all types of weather. $10/hour. [https://www.hrapply.com/cw/ApplyJobView.jsp?link=12688&page=AppJobList.jsp&krid=1022&carid=1022](https://www.hrapply.com/cw/ApplyJobView.jsp?link=12688&page=AppJobList.jsp&krid=1022&carid=1022)

CAMP AUDIO/VISUAL SPECIALIST. Camp Walter Johnson, Denton, NC. Prepare, plan, operate audio/visual eqt for meetings, events, classes, seminars at camps, ensure camp activities are recorded to be used in orgz publications, capture video/pictures for publications, produce weekly review video foe each camp sessions incl music camps, plan, prepare audio/visual teaching aids, methods to be used in camp classes. Req know media production, communication, dissemination techniques, methods, know electronic eqt, computer hardware/software, communication skills, ability to operate digital cameras, video eqt, drtrs license, pref 2 yrs exp working w/children in camp environment. $250/week. [https://secure.sterlingdirect.com/jobboard/default.aspx?JobDetail=189686&JOBBOARDID=89&JobSearch=1](https://secure.sterlingdirect.com/jobboard/default.aspx?JobDetail=189686&JOBBOARDID=89&JobSearch=1)

VIDEOGRAPHER. Big Ass Solutions, Lexington, KY. Handle all aspects of video, animation production from developing ideas to uploading final cut to website, shoot, edit video, create storyboards, animate videos using Adobe After Effects, create high-end graphics pkgs, take photos for use in advertising, promotion, PR, website, social media, orgz, manage library of company’s videos, photos. Req 2 yrs exp in videography, editing, motion graphics, excel grasp of typography, color, composition, continued development of new techniques, software, ability to manage multiple live action, animation projects. [http://www.bigasssolutions.com/big-ass-careers/live-big-ass/?view=YZr6fW. Job](http://www.bigasssolutions.com/big-ass-careers/live-big-ass/?view=YZr6fW. Job)


COMMUNITY PARTNERSHIPS MANAGER. Richmond Symphony, Richmond, VA. Identify, cultivate strategic partnerships among arts, education, community-based orgz in support of community programming, education work, work cross-departmentally w/ key staff members to develop partnership model that builds engagement, sustainability for local, touring performances. Req BA/BS, 3 yrs exp in community organizing/community partnerships, enthusiasm, appreciation for symphonic music, strong admin, orgz, interpersonal, computer, conflict resolution skills, pref exp in arts admin. [https://www.richmondsymphony.com/who-we-are/administrative-positions/](https://www.richmondsymphony.com/who-we-are/administrative-positions/)

DIGITAL CONTENT PRODUCER. KSLA News 12, Shreveport, LA. Create content, continuous news coverage for website, mobile, social media platforms. Req strong writing, copy editing time mgmt, multitasking skills, excel editorial judgment, exp w/ writing in AP style, MS Office, ability to learn software apps used in newsroom, pref know html coding, video editing software, content mgmt systems. No phone calls. ID: 2015-3519. [https://careers-raycommedia.icims.com/jobs/3528/assistant-news-specialist/job](https://careers-raycommedia.icims.com/jobs/3528/assistant-news-specialist/job)


**WRIGHT, FILM/TV**
Salute, Atlanta, GA. Write stories daily. Req 1 yr exp, passion for all things social, extreme attention to detail, know AP style, flexibility to provide commentary on variety of genre pop culture. http://www.indy.com/cmp/The-Vision-Agency/jobs/Wright-0539e9736880855

**SCENIC + LIGHTING SHOP MANAGER**
University of Arkansas, Fayetteville, AR. Oversee daily technical activities in scene, light lab, rel areas of theatre, train, supervise grad assts, work-study personnel, coordinate shop staff schedules w/ grad students, faculty, coordinate dept safety procedures to ensure compliance w/ OSHA, EPA regs. Post 11/7. Req MFA technical direction, mgmt exp, lighting, scenic design expertise, technical skills. Posting #F16P. https://jobs.ua.edu/postings/6820. App dld 06/19/15.

**PRODUCTION ASSISTANT**
PBS NewsHour, Arlington, VA. Write, research, edit, produce work of program, coordinate many production elements involved w/ broadcasting daily news program. Req BA/BS journalism/communications/political/rel, exp w/ broadcast, online journalism,.exp w/ Premiere Pro, Final Cut Pro. http://www.pbs.org/newshour/jobs/prod-assistant/segment-unit/

**CHORAL AUDITIONS**
Savannah Philharmonic, Savannah, GA. Rehearsals every Tuesday from 7 pm-9:30 pm. Attend all rehearsals, perform in all chorus. http://www.savannahphilharmonic.org/about/employment-auditions-and-internships/

**NEWS PRODUCER**
WSFA 12 News, Montgomery, AL. 1:45 pm-10:45 pm, weekend position working 3 evenings/week. Sift thru complicated issues, provide clarity to viewers, web users, post stories to station website, handle breaking news. Req exp as line producer, exp working w/ anchors, live reports, directors, excel writing, communication, leadership skills, driver’s license, pref BA/BS journalism/rel, exp w/ ENPS. ID: 2015-3644. https://careers-raycommedia.icims.com/jobs/3644/news-producer/job

**DIGITAL CONTENT NEWS PRODUCER**

**ANCHOR/REPORTER**
WAFF 48 News, Huntsville, AL. Mon-Fri, 3 am-12 pm. Hit live multiple times every 30 minutes in AM show w/ breaking news all over. Req 2 yrs exp reporting/anchoring at commercial TV station, excel communication, reporting, anchoring, live shot, digital gathering skills, energy, anchoring/reporting background. No phone calls. ID: 2015-3630. https://careers-raycommedia.icims.com/jobs/3630/anchor-reporter/job

**ASSISTANT NEWS SPECIALIST**
WAVE 3 News, Louisville, KY. PT. Assist w/ technical aspects of newscast production, operate teleprompter, studio cameras, audio, creative graphics, contribute stories to website, mobile apps associate produce/edit video. Req strong writing skills, understand power of social media, desire to grow into role of news producer or video journalist, pref TV exp. No phone calls. ID: 2015-3626. https://careers-raycommedia.icims.com/jobs/3626/assistant-news-specialist/job

**GROUP EXERCISE INSTRUCTOR**

### Midwest

**SCIENCE EDUCATION STAGE ENTERTAINERS/PRESENTERS**
Mad Science of Central Oklahoma, Tulsa, OK. PT. Provide science education, entertainment to children in preschool thru grade 6, deliver entertainment side of Mad Science to assemblies of children or at birthday party events. Req exp working w/ children, vehicle, pref BA/BS science/education/theater or college students working toward science/education degree, exp presenting on stage or in front of large audiences of 50-200. $25/1-hour assembly. http://www.madscience.com/workforus.aspx

**PRODUCTION DESIGNER/TECHNICIAN**
Interlochen Center for the Arts, Interlochen, MI. Support presentations team, artistic divisions on set development, design, construction, provide scenic design expertise as needed for variety of presentations incl theatre, dance performances, resp for construction/purchase of props for productions across campus, collaborate w/ directors to create compelling designs for productions. Req BA/BS technical theatre, exp working in performing arts center, professional theatre or academic arts environment, driver’s license, know theatrical construction practices, methodologies, supervision, collaborative, creative spirit, pref MFA theatre/design. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82548547-production-designer-technician

**NEWS PRODUCER**
WXIX, Cincinnati, OH. PT. Manage, create content for website, mobile, social media platforms, assist w/ executing station’s digital action plan, projects, training initiatives. Req journalism exp, technical skills, excel editorial judgment, time mgmt, multitasking skills, know html coding, image editing software, MS Office, pref news exp in print, radio, TV, exp w/ writing in AP style, know video streaming, entry level video editing software. No phone calls. ID: 2015-3487. https://careers-raycommedia.icims.com/jobs/3487/news-producer/job

**GUEST SERVICES ASSOCIATE**
Goodman Theatre, Chicago, IL. Greet, welcome guests provide customer service, identify, anticipate guests’ needs, assist patrons w/ disabilities, answer guest inquiries about services, facilities, box office, ensure logging, delivery of pkgs, mail, messages, know emergency procedures. Req 2 yrs guest-rel exp in high-volume setting, excel guest services, communication, interpersonal, problem-solving skills, know MS Office, ability to lift up to 50 lbs, pref know Tessitura. No phone calls. http://www.goodmantheatre.org/About/Work-At-Goodman/Employment/

**DANCE INSTRUCTOR**
Spotlight Dance Academy, Spring Lake, MI. 1-year contract. Teach dancers ages 3-8 in all styles of dance at all levels. Req strong ballet foundation, technical background, previous dance instruction exp, positive, energetic personality, continuing dance education. http://www.indied.com/cmp/Spotlight-DanceAcademy/jobs/Dance-Instructor-dac12a37d30347a4
SCENE SHOP APPRENTICE. Goodman Theatre, Chicago, IL. Develop scenic carpentry skills, gain exp working in professional scene shop, pick up supplies, materials from vendors, drive staff, materials to/from theatre, scene shop, maintain work area, stock supplies, maintain loading dock area, assist in maintaining stock scenery inventory, maintain power tools. Req know theatrical construction techniques, practices, ability to lift, push 50-70 lbs, driver’s license, pref exp working in professional scene shop. No phone calls. http://www.goodmantheatre.org/About/Work-At-Goodman/Employment/

RECREATION THERAPIST. Healthcare Resources, Lincoln, NE. Administer, conduct recreation therapy assessments on all patients, determine short/long-term recreation therapy treatment goals in conjunction w/ patients’ family interdisciplinary team, plan, provide age-appropriate care, interventions, establish relationships w/ patient, family. Req BA/BS recreation therapy/ref, certification as therapeutic recreation specialist, pref recreation therapy exp. https://www.healthcareresources.com/bryan/index.cfm?fuseaction=Search&etemplate=dsp_job_details.cfm&cJobId=100647

DANCE INSTRUCTOR. Dynamic Perception Dance Company, Westmont, IL. Begin fall 2015. Teach jazz, ballet, lyrical, assist w/ competitions. Req BA/BS dance/ref, 2 yrs teaching exp, tap skills, exp or interest in transportation, reliable transportation. http://www.dindeed.com/cmp/Dynamic-Perception-Dance-Company/jobs/Dance-Instructor-Choreographer-9401ed97b4a74997623q62qzX5W-C903fEY7u6-46-khiDeEzEMz-2H9j668-84e13nM3q62qWvcUUt33e4w8584p72Z1E93L1WZMKWUtDqZeWlhFQ

EDITOR. DK Chicago, Chicago, IL. Contribute to concept development, collaborate in developing authentic solutions, creative direction for wide-ranging client base. Req passion for film, storytelling, authentic creative POU that informs all work, excel communication, data mgmt, orgz skills, exp working in dynamic environments requiring ability to track, manage multiple priorities, knit file compression, conversion, codecs, production cameras, basic knowledge of After Effects, pref music, audio production exp. http://thisisdjk.com/about/jobs/editor

SUMMER PERFORMING ARTS INSTRUCTORS. Mosaic Youth Theatre of Detroit, Detroit, MI. Teach in summer day camps, 07/01/15-08/03/15, plan, facilitate artistic training of young artists, direct final program showcases for family, friends, support physical, emotional well-being of young artists, participate in recruitment efforts for programs, participate in audits for summer programs, assist w/ facilitation of parent, artist, summer program meetings. Req BA/BS theater/music/dance, 1 yr teaching exp, exp working w/ ages 7-10, passion for mission of empowering young people thru excellence in theatre, music, excel time mgmt, orgz, problem-solving, communication skills. http://mosaicdetroit.org/wp-content/uploads/2015/01/Summer-Performing-Arts-Instructors-Posting.pdf

TECHNICAL DIRECTOR/PRODUCTION MANAGER. Mosaic Youth Theatre of Detroit, Detroit, MI. Develop yearly production calendars w/ artistic leadership team, attend weekly production meetings as scheduled, work w/ show director, technical contractor to plan all technical aspects of productions, distribute info to staff, technical contractors, determine necessary technical supports, assist guest designers w/ technical matters, assist w/ prep, mgmt, communication of production budgets. No phone calls. http://mosaicdetroit.org/wp-content/uploads/2015/04/Production-Manager-Technical-Director.pdf

SUPERVISOR, SCENE SHOP. Elgin Community College, Elgin, IL. PT. Supervise construction of scenery, technical activities for performing arts theaters, ensure safe handling of eqt in shop, during productions, oversee production eqt maintenance, overall orgz of eqt, scene shop, production facilities, train employees in safe operation of eqt. Req BA/BS, exp in theatre set construction, know all facets of technical theatre, knowledge/proficient usage of CAD eqt, know computer programs,collapsed safety techniques, driver’s license. Posting #0600951. https://jobs.elgin.edu/applicants/web/shared/frameset/Frameset.jsp?time=1432063780485

DANCE PROGRAM MANAGER. Wayne Center for the Arts, Wooster, OH. Teach dance classes, coach students, choreograph ballet, other dance productions, develop dance curriculum, oversee instructional content, prepare class schedules, calendars, curriculum changes, lead all artistic endeavors, oversee program budget. Req MA/MS ballet, exp in other mediums incl modern, contemp, musical theatre, proven leadership in teaching, dance admin, production practices, professional performance exp, strong knowledge of trends, practices, pedagogy of dance education, dance performance, choreography exp, expertise in producing, choreographing, staging full-scale ballet productions. No phone calls. http://wayneartscenter.org/?page_id=53

PRODUCTION DESIGNER/TECHNICIAN. Interlochen Center for the Arts, Interlochen, MI. Provide institutional production needs in performance/rehearsals of theater, music, dance, resp for scenic/properties design as needed for productions across campus, construction, design, installation, strike of scenery/props. Req BA/BS technical theatre, exp working in performing arts center, professional theater or academic arts environment, knowledge of, exp in theatrical construction practices, methodologies, collaborative, creative spirit, sense of humor, driver’s license, pref MFA theatre/design. https://www.smartrecruiters.com/InterlochenCenterForTheArts/722839207329Hp6RjR4etU8ncM23qwWfvUU3ev4w58x8nP2ZZDIE9b3FLWZMKWUtDqZeWlhFQ

MORNING EDITION HOST. Interlochen Center for the Arts, Interlochen, MI. Present news, weather, PSAs, program promotions, host special on-air programs, plan, prepare, produce, book guests, ensure on-air presence w/ inviting personality. Req 1+ yr radio broadcasting exp, journalism exp, pref music or interest in competitions, reliable transportation. http://thisisdjk.com/about/jobs/host

PRODUCTION DESIGNER/TECHNICIAN. Interlochen Center for the Arts, Interlochen, MI. Provide institutional production needs in performance/rehearsals of theater, music, dance, resp for scenic/properties design as needed for productions across campus, construction, design, installation, strike of scenery/props. Req BA/BS technical theatre, exp working in performing arts center, professional theater or academic arts environment, knowledge of, exp in theatrical construction practices, methodologies, collaborative, creative spirit, sense of humor, driver’s license, pref MFA theatre/design. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82839207-08/03/15, plan, prepare, produce, book guests, ensure on-air presence w/ inviting personality. Posting #0600951. https://jobs.elgin.edu/applicants/web/shared/frameset/Frameset.jsp?time=1432063780485

DANCE PROGRAM MANAGER. Wayne Center for the Arts, Wooster, OH. Teach dance classes, coach students, choreograph ballet, other dance productions, develop dance curriculum, oversee instructional content, prepare class schedules, calendars, curriculum changes, lead all artistic endeavors, oversee program budget. Req MA/MS ballet, exp in other mediums incl modern, contemp, musical theatre, proven leadership in teaching, dance admin, production practices, professional performance exp, strong knowledge of trends, practices, pedagogy of dance education, dance performance, choreography exp, expertise in producing, choreographing, staging full-scale ballet productions. No phone calls. http://wayneartscenter.org/?page_id=53

PRODUCTION DESIGNER/TECHNICIAN. Interlochen Center for the Arts, Interlochen, MI. Provide institutional production needs in performance/rehearsals of theater, music, dance, resp for scenic/properties design as needed for productions across campus, construction, design, installation, strike of scenery/props. Req BA/BS technical theatre, exp working in performing arts center, professional theater or academic arts environment, knowledge of, exp in theatrical construction practices, methodologies, collaborative, creative spirit, sense of humor, driver’s license, pref MFA theatre/design. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82839207-08/03/15, plan, prepare, produce, book guests, ensure on-air presence w/ inviting personality. Posting #0600951. https://jobs.elgin.edu/applicants/web/shared/frameset/Frameset.jsp?time=1432063780485

DANCE PROGRAM MANAGER. Wayne Center for the Arts, Wooster, OH. Teach dance classes, coach students, choreograph ballet, other dance productions, develop dance curriculum, oversee instructional content, prepare class schedules, calendars, curriculum changes, lead all artistic endeavors, oversee program budget. Req MA/MS ballet, exp in other mediums incl modern, contemp, musical theatre, proven leadership in teaching, dance admin, production practices, professional performance exp, strong knowledge of trends, practices, pedagogy of dance education, dance performance, choreography exp, expertise in producing, choreographing, staging full-scale ballet productions. No phone calls. http://wayneartscenter.org/?page_id=53

PRODUCTION DESIGNER/TECHNICIAN. Interlochen Center for the Arts, Interlochen, MI. Provide institutional production needs in performance/rehearsals of theater, music, dance, resp for scenic/properties design as needed for productions across campus, construction, design, installation, strike of scenery/props. Req BA/BS technical theatre, exp working in performing arts center, professional theater or academic arts environment, knowledge of, exp in theatrical construction practices, methodologies, collaborative, creative spirit, sense of humor, driver’s license, pref MFA theatre/design. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82839207-08/03/15, plan, prepare, produce, book guests, ensure on-air presence w/ inviting personality. Posting #0600951. https://jobs.elgin.edu/applicants/web/shared/frameset/Frameset.jsp?time=1432063780485

MORNING EDITION HOST. Interlochen Center for the Arts, Interlochen, MI. Present news, weather, PSAs, program promotions, host special on-air, online segments, report as assigned for multiple platforms, podcast production as assigned, social media duties. Req 1+ yr radio broadcasting exp, journalism exp, understanding of digital space incl web presentation, social media skills, strong on-air presence w/ inviting personality. https://www.smartrecruiters.com/InterlochenCenterForTheArts/82575595-morning-edition-host

RECRUITMENT & COMMUNICATIONS ASSOCIATE. Purdue University, West Lafayette, IN. Serve as the main recruiter for Purdue Bands and Orchestras: assist the Director of Donor, Alumni and Public relations with communications; create marketing materials; direct social media activities. Req BA/BS in English, journalism, marketing, communications, arts or similar; 1 yr exp in journalism, marketing or communication; strong orgz/interpersonal skills; vibrant personality; strong understanding of modern marketing strategies including use of social media and the web; proofreading/editing skills. Pluses: familiarity with local media; MS Office, InDesign, Illustrator & Photoshop; graphic design skills; newspaper publication skills; understanding of instrumental music performance & the performing arts; web page design skills; creative thinker. Job #1501079. http://purdue.taleo.net/careersection/wl/moresearch.fllt

HOST. Mattel, Minneapolis, MN. Greet, seat Bistro guests in timely, friendly, professional manner, make reservations, answer questions, oversee dining room ambiance throughout shift. Req HS grad, excel communication, interpersonal skills, phone etiquette, computer, math skills, pref some college. Req #151134. www.mattel.com/careers

West/Southwest


SPEECH AND THEATER TEACHER. Independent School District of Boise City, Boise, ID. Teach speech, theater at junior high school level. Req valid ID state teaching certificate w/ appropriate endorsement. Posting #205-50427B. http://jobs1.boiseschools.org/zoom/1jobs/JobPost.exe?Action=DisplayByPosting&PostingNumber=205-50427B
ASSISTANT, HOME ENTERTAINMENT MARKETING. Lionsgate, Santa Monica, CA. Create presentations, coordinate meetings, conference calls, handle messengers, mailings, create, track purchase orders, answer phones, handle entry level mktg tasks, admin duties. Req BA/BS mktg/mktg communications, passion for mktg. 1 yr exp or strong internship exp, excel interpersonal, writing skills. http://www.lionsgate.com/corporate/careers/10314/

MOTION DESIGNER. Lionsgate, Playa Vista, CA. Work on creative team for new TV network, assist w/ log/design animation, endpage/design animation, show pkg design/animation, create, animate daily services for operation of broadcast TV network. Req strong typographic design skills, broadcast exp, strong conceptual thinking, design skills, know Adobe Creative Suite. http://www.lionsgate.com/corporate/careers/10202/

ASSISTANT, THEATRICAL MARKETING. Lionsgate, Santa Monica, CA. Provide admin support to exec VP, digital mktg, answer phones, arrange travel, process invoices, purchase orders, expense reports, setup screenings, schedule conference calls, meetings, work w/ Excel spreadsheets to track competitive data, write summaries of articles re technology, digital media aspects of entertainment biz, online research projects, coordinate internal/external distribution of assets, documents. Req BA/BS, detail-oriented, passion for advertising, strategic planning, pop culture, sociology, research, excel multitasking, computer, interpersonal skills, pref exp w/ mktg, advertising, knowledge of film, TV industries. http://www.lionsgate.com/corporate/careers/10070/

VIDEO PRODUCTION ASSISTANT. Brit + Co, San Francisco, CA. Help on set, behind scenes w/ variety of original, sponsored productions, support producers. Req 1 yr production exp in web video, news or TV, problem-solving, communication skills, know Canon DSLRs, audio eqt, basic lighting techniques, know Final Cut, driver’s license. https://boards.greenhouse.io/britandco/jobs/544047?eq=2

VIDEO EDITOR. Ziff Davis, San Francisco, CA. 3-6 month temp to hire position. Conduct post process editing, motion graphic animation on video output, use advanced techniques incl custom effects, titling, keying, audio filters, oversee aspects of editing, encoding, publishing, work w/ editorial dept to concept, produce, publish new features. Req 1-3 yrs post-production exp, Avid Media Composer exp, problem-solving skills, passion for video games, pref Adobe Premiere exp, pref exp w/ ISIS, Unity, similar media servers. https://careers-ziffdavis.icims.com/jobs/1036/video-editor/job

GAMEPLAY EDITOR. Ziff Davis, San Francisco, CA. Capture original, topical gameplay on daily basis, execute video productions incl basic shooting, editing, publishing/syndication, promote content, headlines. Req on-camera performance exp, hands-on exp in video production, actively engaged w/ gameplay streaming community, streaming trends, ability to manage multiple projects simultaneously, know video games, movies, TV, comics, pref exp w/ syndication of video on YouTube, Twitch, other platforms, exp w/ Avid Media Composer, Adobe Creative Suite. https://careers-ziffdavis.icims.com/jobs/1039/gameplay-editor/job

SHOOTER/EDITOR. Brit + Co, San Francisco, CA. Shoot, edit broad range of content incl online classes, interviews, DIY tutorial videos, short documentaries. Req 3 yrs production exp, portfolio, outgoing personality, communication skills, master at FCP.

https://boards.greenhouse.io/britandco/jobs/467797?eq=160sm#f=VU1N8-IFCP8

TECHNICAL DIRECTOR/DRAFTSPERSON. American Conservatory Theater, San Francisco, CA. Execute all technical drawings, other translations of design process for each production, work w/ designers, shops, staff to keep entire dept informed about designs, changes, technical planning for each production, oversee construction of scenery for each production. Req MAX/MIS w/ emphasis on scenery construction techniques, theatrical rigging, automation, drafting, AutoCAD. 3D drafting skills, budgeting exp, know Outlook, Excel, Word, Adobe Suite, Photoshop, passport. Intl travel. http://act-sf.org/home/about/opportunities/job_openings.html#technicaldirector

THEATER MANAGER. American Conservatory Theater, San Francisco, CA. Serve as house manager for shows at all venues, provide house mgmt services for donor events, rentals, special performances, events, hire, training, schedule front of house staff, develop, implement front-of-house policies for all venues, assist in prep of annual budget, prepare weekly payrolls, assist w/ scheduling, execution of events in the theater. Req 3 yrs theater/house mgmt exp, customer service, budgeting, accounting, computer, MS Office skills. Night/weekend hours req. http://act-sf.org/home/about/opportunities/job_openings.html#theater_manager


MEDIA VIDEOGRAPHER. Houston Community College, Houston, TX. PT. Assist in planning, scheduling, coordination, daily operation of production dept, aid in creation of local, network, independent TV production in variety of ways to help achieve professional program, assist in scheduling, coordinating, set up of TV programming incl news, documentaries, talk shows, entertainment specials, assist in planning, scheduling, coordination, daily operation of production dept, prepare, distribute daily shooting schedules. Req HS grad, excel communication skills, ability to make creative decisions during productions, know MS Office, camera operation, audio production, nonlinear editing, studio, field lighting, line production, studio, field lighting, library, prep for 2 yrs theater, photography or film exp. Req #03911. https://www.hcjcjobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1431536112562

VIDEOGRAPHER/EDITOR. Dressing Your Truth, Lehi, UT. Concept, plan, develop, execute video content, lead video production, shoot, edit videos, concept storyboard w/ content strategy goals in mind, capture b-roll at onsite events, shoots, create interview style, lifestyle, product showcase videos for blogs, online communities, contribute to creative team from concept to execution, assist w/ establishing, implementing visual brand standards thru film. Req 1-2 yrs exp, know video, photo production w/ DSLR cameras, know After Effects, Final Cut Pro, exp w/ uploading, optimizing videos for YouTube, Vimeo. http://livetheorytruth.com/careers-new/videoographereditor

OFFICE COORDINATOR. Paramount Pictures Corporation, Hollywood, CA. Coordinate day-to-day operations of special effects, mfg dept, uphold superior customer service, client satisfaction, answer incoming phone calls, maintain inventory, generate POs for vendor orders, generate work orders for all special effects customers, manage, maintain rental eqt inventory. Req BA/BS, some industry-rel exp, know special effects, excel org, communication, Word, Excel, internet skills, pref exp in physical production, office admin. Job ID: 4645. https://careers.paramount.com/rcp/PSEA/EMPLOYEE/HRMS/c/HRSM_HRAM_HRS_CE_GBL/?page=HRS_CE_JOB_DTL&action=A&JobOpeningId=4645&SiteId=1&PostingSeq=2


INTERACTIVE INTERN, Digital Kitchen, Los Angeles, CA. Asset gathering, assist w/ content mgmt for corporate entertainment website, digital design production of web ready assets, ideation, content creation, quality control for various interactive projects, work w/ in-house teams to develop plans, timelines. Req current enrollment at accredited college, eligible to receive college credit, understanding of internet standards, web/digital, excel orgz, communication skills, http://thisisdlk.com/about/jobs/interactive-intern


COMMUNITY RELATIONS MANAGER. University of California, Santa Barbara, CA. Resp for mktg, communications, PR for main stage productions, major initiatives of dept of theater/dance, manage front-of-house operations, staff, manage, oversee box office operations, negotiate contracts, royalties for licensed materials, establish promotional, operational budgets, oversee rel purchasing. Req BA/BS rel field, exp in mgmt, PR, know elements of producing theater/dance events, audience development, exp in performing arts rel operations, driver’s license, pref strong background in digital media platforms, web design software, graphic design software. Job #20150241. https://jobs.ucsb.edu/applicants/Central/?quickFind=189125

ON-CALL PATRON SERVICES REPRESENTATIVE. The Smith Center, Las Vegas, NV. Assist w/ ticketing services, box office duties. Req HS grad, 2 yrs customer service, cash handling exp, ability to function w/ diverse team in fast-paced environment, excel communication, computer skills, pref college coursework in hospitality or events, ticketing exp in performing arts, $12/hour. Tracking Code: 119-386. https://thesmithcenter-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspJob&jobid=119

VIDEO PRODUCTION TECH. Craftsy, Denver, CO. Assist in managing team’s eqt, software, production studios, adapt to new situations, troubleshoot problems that surface incl compression abnormalities, Adobe Suite project file corruptions, be responsible for quality control checks of file, directory structures, test 3rd party plug-ins, edit software. Req AA/AS or BA/BS rel, expertise in technical video production systems, 2 yrs MAC exp, exp w/ 3rd party After Effects, Premiere plugins, knw multiple codecs, exp w/ field gear, systems, pref 3 yrs exp w/ NLE systems. http://www.craftsy.com/careers

FREELANCE PRODUCER. Craftsy, Denver, CO. Execute details for each shot based on course outline, develop courses, expand on learnings from initial outline, direct crew, coordinate eqt, lighting, technical details, direct, support talent during shoot, review footage post-shoot, recommend text enhancements, edit revisions, communicate w/ instructional designers, acquisitions editors, team members to ensure all course details are consistent w/ goal of the course. Req BA/BS, 2 yrs producing or directing exp, exp in leadership or supervisory role, ability to accommodate diverse personalities, strong vision/hearing, communication, orgz, leadership, mgmt skills, pref know educational models, understanding of creative process. http://www.craftsy.com/careers

EVENT PRODUCER. Double A Events, Santa Monica, CA. Coordinate client events, plan menus, book musicians, put up decorations, calculate budget, visit venue to plan layout of seating, decorations, schedule speakers, vendors, participants, prepare presentations edit, design promotional materials, create invitee list. Req excel orgz, customer service skills, professional demeanor. http://www.indeed.com/cmp/Double-A-Events/jobs/Event-Producer-b533c2f0f0565edc

VIDEOGRAPHER. Craftsy, Denver, CO. Light, shoot, edit core instructional content, set up lighting of studios or location for video recording, operate cameras, microphones, work w/ crew to facilitate production of courses, lift eqt, work on ladders while rigging light, edit courses after photography wraps. Req 2 yrs exp shooting commercial video for broadcast or internet, know exposure, composition, focus, lenses, on-set procedures, production methods, exp w/ various camera models, know lighting, grip eqt, Premiere, Final Cut, nonlinear editing software, orgz skills. http://www.craftsy.com/careers

VIDEO EDITING INTERN, Filmless, San Francisco, CA. Create, edit videos that tell compelling visual stories, create, customize pro After Effects graphics, chose music, SFX, sound bytes, implement creative decision making, work w/ clients, team members, Req exp working on content that appeals to wide audiences, own MAC or Windows based laptop, own/proficiency w/ Premiere Pro, After Effects, Media Encoder, ability to work w/ After Effects templates, create custom graphics, project mgmt skills. https://www.smartrecruiters.com/Filmless/82930750-video-editing-intern

ANCHOR/REPORTER, Cordillera Communications, Inc., Missoula, MT. Report, anchor main newscasts 5 days/week, anchor, produce other newscasts, shoot video, edit, contribute to online, social media. Req BA/BS, journalism skills, solid editorial judgment, driver’s license, pref 3 yrs professional anchor exp, producing exp. http://cordillera.tv/job/kpax-communications-ile-missoula-mt-2-anchorreporter

ON-AIR TALENT, KISS FM, Austin, TX. Prepare for air shift w/ use of creativity, imagination, exercise of independent professional judgment in writing, producing, interviewing, taping, broadcasting of on-air material, follow designated show format, ensure logged commercials, promotions, other programming essential to station’s operation are aired, go on client calls as needed, maintain website personality page, air all songs, commercials, promos, liners as scheduled, assist w/ voice cover, production of paid non-paid spots. Req 4 yrs exp &/or training or eqv combo of education/exp, know FCC rules/regs, know NexGen Digital studio, driver’s license, pref BA/BS. Tracking Code: 6103. https://heartmedia-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=5667

WRITER/VIDEO EDITOR, Credit Karma, San Francisco, CA. Work w/ mkgt team to develop, write, edit inventive, polished TV commercials, work w/ communications team to develop, edit short non-boring educational videos, edit footage complete w/ clean motion graphics, seamless transitions, pick out perfect music, SFX to bring video to life, pitch in on shoots. Req 2 yrs editing exp, exp w/ Adobe Premiere, After Effects, attention to detail, orgz skills, exp making own short film, working on commercials, pref improv/comedy writing exp. https://www.creditkarma.com/careers#Writer/Video-Editor
MULTIMEDIA JOURNALIST/REPORTER. Riverbend Communications, Idaho Falls, ID. Report quality content in timely manner, exercise good judgment of content, news, programming, write w/ proper grammar, use AP style for on-air, online, voice, record news stories, represent, advocate for brand on-air, in community, keep up-to-date on current events, news, help produce live shows. Req BA/BS journalism/communications/rel, flexible schedule, excel writing skills, know MS Office, internet research, ability to shoot, publish, edit video, pref 2 yrs newsroom exp. http://www.eastidahonews.com/job/multimedia-journalist-reporter


MULTIMEDIA/RADIO JOURNALIST INTERN. Riverbend Communications, Idaho Falls, ID. 6-12 week commitment. Focus on editorial support, news writing, manage deadlines, use social media incl Facebook, Twitter, web. Req college student, excel communication skills, strong news judgment, ability to produce written, audio or video news stories. Unpaid position. http://www.eastidahonews.com/job/multimedia-radio-journalist-intern/

ASSOCIATE CLIENT SERVICES REPRESENTATIVE. Walt Disney Studios, Burbank, CA. Create work orders, monitor production, delivery of work ordered, partner to ensure mkgt efforts reach, showcase filmmakers, receive work orders, direction from clients thru calls, physical visits, assist in maintenance of schooled book of all available times in all of our biz, operations. Req HS grad, entertainment industry exp in motion picture post production, editorial, visual effects at post production facility or studio, excel orgz, interpersonal, communication, time mgmt skills, strong technical working knowledge, fluency in film, video, data-centric workflows, pref BA/BS communications/film studies/production-rel area. Auto req ID: 272375BR. https://jobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25348&siteid=5039&jobid=274106


EXHIBIT CHARACTER. The Museum of Fine Arts, Houston, TX. PT, temporary, 20-25 hours/week, 06/01/15-09/13/15. Perform role of knight, wear a custom suit of armor in style of 17th century, roam gallery, encourage visitors to see exhibitions, take pictures w/ museum guests, sign autographs, share info about suit of armor, exhibition, greet guests, represent museum in friendly, fun, knowledgeable manner. Req background in drama, theatre, ability to wear 15-lb suit of armor, excel command of Eng, excel communication skills, ability to fit in suit of armor w/ dimensions of 42” chest, 35” waist, 5’9”-6’ height. http://www.mfah.org/site_media/uploads/attachments/2015-05-19/15-121MGS_Exhibition_Character.pdf

STUDENT TRAINEE, AUDIO VISUAL. Department of the Interior, Phoenix, AZ. 1-yr FT position. Catalog videotapes, create, deliver time code window burns, DVDs, other recordings, assist w/ field, studio video production work incl location videography, still photography, audio recording, location lighting, collaborate on project design, scripting, operate teleprompter, studio cameras, assist w/ creation, preparation of production graphics, video edit effects. Req enrollment in degree seeking program in accredited high school, technical or vocational school, AA/AS or BA/BS program, know production work w/ video cameras, audio, lighting, computer based video eqt, ability to operate variety of media production eqt. $32.6K-$42.5K. Job Ann #AZ-PTHWYS-2015-0009. https://blm.usajobs.gov/GetJob/?section=app.jobinfo&jobid=2871

COMMERCIAL PRODUCER/PHOTOGRAPHER/EDITOR. KOMO TV, Seattle, WA. Work w/ sales account execs to produce effective, creative TV spots, oversee commercial production from concept brainstorming, writing, shooting, editing, possibly shoot/edit promotional spots. Req strong writing, verbal, editing, lighting, videography skills, exp w/ nonlinear editing, Premiere, Photoshop, After Effects. Tracking Code: 3486. https://bghr-openhire-silkroad.com/postings/index.cfm?func=action&jobinfo&jobid=2871


TEMPORARY ANIMATOR. Infinity Ward, Woodland Hills, CA. Create high quality realistic key-frame, motion capture animations, w/ strong sense of posing, timing, weight, establish character motion, personality, accept direction, coordinate w/ team to meet production deadlines. Req 1 yr professional exp, proficiency in both realistic key frame, motion capture animation, Maya, Motion Builder, problem-solving, communication, orgz skills, passion for animation, video games. Req ID: ANI00008N. http://activation.jibeapply.com/activation/jobs/ANI00008N/Woodland-Hills-California-2015-09/Temp-Animator-2015-09

ASSOCIATE PRODUCER. High Moon Studios, Carlsbad, CA. Help manage multiple team morning meetings to track tasks, solve issues for team members, create, maintain weekly task lists, oversee scheduled goals, help coordinate, run weekly/monthly planning meetings, manage localization, assist in moving team members around as needed. Req 2 yrs production exp, know MS Office, possession for video games, familiarity w/ console hardware, pref know Jira, XMind, MS Project. Req ID: PRO0001AN. http://activation.jibeapply.com/activation/jobs/PRO0001ANCarlsbad-California-Associate-Producer-High-Moon-Studios?lang=en-US

MOTION CAPTURE TECHNICIAN. Infinity Ward, Woodland Hills, CA. Supervise motion capture shoots, process, deliver data to animators, work w/ facial mocap data, implement it into GH. Req AA/AS 2D/3D art w/ emphasis in character keyframe animation, exp in Cortex, Motive, Blade or other Motion Capture software, exp in motion capture shoot pipeline, know min 1 type of 3D animation software, strong understanding of animation fundamentals, theories, techniques, pref 2 yrs industry art, animation, motion capture exp. Req ID: ANI00092. http://activation.jibeapply.com/activation/jobs/ANI00092Woodland-Hills-California-Motion-Capture-Technician-Temporary-2015?lang=en-US

THEATER ARTS INSTRUCTOR. Solano Community College, Fairfield, CA. PT. Teach, create courses in beginning, advanced acting, directing drama, comedy, musical theater, playwriting, acting for camera, stage combat, voice/speech for actor, possibly teach theater history, intro to theater, contribution to development of curriculum, Req MA/MS drama/theater arts/performance or BA/BS drama/theater arts/performance + MA/MS comparative literature/Eng/speech/literature/humanities or valid CA community college instructor credential in discipline, know multiple teaching methods incl critical thinking, problem-solving strategies, dedication to student-based learning programs, exp w/ curriculum development, innovative programs. $46.49-$76.04/hour. http://agency.governmentjobs.com/solanoec/default.cfm?action=viewJob&jobID=1154220
Multi-Regional/International/Freelance

**ANIMATOR.** ZeniMax Media Inc., Lyon, France. Create, maintain high-end key frame animations, integrate, clean up motion-captured animations, adapt them to defined animation style, parameters, learn proprietary tools for implementing, manipulating animation in game engine, follow, approve pipelines, technical reqs. Req exp, EU resident, working permit for France, fluent Eng/French. http://jobs.zenimax.com/requisitions/view/797

**FREELANCE VOICE OVER ARTIST.** Filmless, remote. Record voice overs from own home studio, provide 24 hour turnaround on projects, record pickup lines as requested by clients, master tracks prior to delivery. Req exp working w/ variety of voice over projects, own home studio or access to studio, collaborative skills, demo reel or portfolio of voice work to demonstrate skills, abilities. https://www.smartrecruiters.com/Filmless/82903592-freelance-voice-over-artist

Good Luck!!

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