

2013 EXECUTIVE COMMITTEE JOB DESCRIPTIONS



The job descriptions for the following leadership positions on the 2013 Executive Committee are included below. All positions are open to enrolled graduate and undergraduate students with the exception of the Assistant Producer position, which is only open to graduate students.

Assistant to the Producers

Technical Director

Production Manager

Applications Committee Chairs

PR/Marketing Committee Chairs

Guest Artists Committee Chair

Engaging Research Committee Chair

Dramaturgy Task Force Coordinator

Events Committee Chairs

The 2013 University Co-op Presents the Cohen New Works Festival March 25 – 30, 2013

The University Co-op Presents the Cohen New Works Festival is a celebration of new work created by UT students that culminates in a weeklong showcase every other Spring throughout campus. It is not just an event, but a celebration of a continuously ongoing process—the creation of new work.

Our Mission

The University Co-op presents the Cohen New Works Festival exists as an incubator for innovative and original forms of theatre, dance, music, film, design, visual art and architecture. It provides a nurturing environment and practical resources for the creation, development, production and discussion of new and interdisciplinary work by students, faculty, guest artists and scholars who come together in the spirit of collaboration and critical inquiry.

For more information on the New Works Festival visit www.coopnwf.org

ASSISTANT TO THE PRODUCERS

COMPENSATION: Stipend

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: David Justin, Denise Martel, and Kirk Lynn, Co-Producers

The ASSISTANT TO THE PRODUCERS will:

- Collaborate with Co-Producers and Executive Committee to create long and short-term plans for the Festival, develop schedules and track progress of all aspects of the Festival.
- Create and implement successful systems of communication between participants, committee members, Executive Committee, Staff and Faculty of the Department of Theatre and Dance, Texas Performing Arts and the University.
- Organize and facilitate weekly meetings with Co-Producers/Executive Committee and Committee-at-Large. Record and distribute minutes within 24 hours.
- Manage NWF course credit needs for all undergraduate students.
- Work with the Production Manager and Technical Director to ensure the smooth execution of the production schedule the week of the Festival.
- Participate in reviewing and selecting applications for the 2013 Festival, read ALL Festival applications.
- Remain attentive to the 2013 Festival budget (which is managed by the Co-Producers).
- Serve as an ombudsperson for students affiliated with the Festival, particularly the Executive Committee.
- Maintain the Assistant to the Producer archive binder, submit updated 2013 binder upon completion of Festival involvement, and follow up on Executive Committee members to secure their archive binders.
- Maintain and update Festival archives, as well as the Festival office in Winship.
- Keep regularly scheduled office hours, one hour/week beginning in Fall 2012

REQUIRED JOB-SPECIFIC SKILLS

- Previous leadership/producing/management experience.
- Exemplary interpersonal and email communication skills
- Diplomatic and productive facilitation skills with large groups, good note-taker, attentive listener, able to synthesize and prioritize complex information
- Strong problem-solving skills.
- Comfortable making decisions and enforcing protocol amongst his/her peers.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

TECHNICAL DIRECTOR

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Denise Martel, Co-Producer

The TECHNICAL DIRECTOR will:

- Supervise all performance spaces in preparation for and during the Festival.
- Work with Denise Martel, Festival Production Manager and Department of Theatre and Dance to recruit and supervise students for Festival Lighting Designer, Master Electrician(s) and other technical positions.
- Work closely with the Festival Production Manager to support Festival production teams.
 - Orient production teams to safety, technical characteristics, and other pertinent areas of facility operations and assist production teams with preparing/procuring necessary stock scenery, lighting/sound/projection needs, etc.
- Work with Texas Performing Arts staff to schedule load-in and load-out of all TPA managed spaces.
- Coordinate labor and materials to support the load-in and execution of productions in all performances spaces.
- Monitor condition of equipment (rental and/or owned) in all performance spaces throughout the Festival week. Arrange for repair/replacement within budgetary constraints.
- Organize and supervise building transitions prior to and following the week of the Festival including ensuring that all performance spaces/classrooms are returned to pre-Festival arrangements.
- Ensure that all performances spaces adhere to safety and fire codes, collaborate with staff affiliated with off-site venues.
- Be in Command Center during Festival week to support moment-to-moment technical needs.
- Attend weekly Executive Committee and Committee-at-Large meetings.
- Participate in reviewing and selecting applications for the 2013 Festival, read ALL Festival applications.
- Maintain the Technical Director archive binder, submit updated 2013 binder upon completion of Festival involvement.

REQUIRED JOB-SPECIFIC SKILLS

- Knowledgeable about University and industry safety and fire codes.
- Familiar with all Winship performance spaces and facilities.
- Knowledge of Microsoft Excel and current university design software program(s).
- Theatre and shop safety, construction and theatrical rigging expertise.
- Excellent listening and problem-solving skills.
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

PRODUCTION MANAGER

(2 positions possible)

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Denise Martel, Co-Producer

The FESTIVAL PRODUCTION MANAGER will:

- Collaborate with Co-Producers and Executive Committee to create long and short range scheduling for the Festival
- Work with Denise Martel and Technical Director to recruit and supervise students for Venue Managers, Ushers, and other technical positions.
- Create and maintain Master Festival rehearsal schedule.
- Recruit, train and supervise all Venue Managers and running crews for each performance space.
- Supervise all rehearsal performance spaces, adhere to safety and fire codes, collaborate with staff affiliated with off-site venues.
- Work with UT props and costume departments to introduce systems for prop/costume loans (in collaboration with Technical Director).
- Work closely with the Assistant Producer and Technical Director to support Festival production teams, establish clear communication with all teams.
- Run “Command Central” during Festival week.
- Explain purchasing procedures to production team leaders, track all production budgets, submit final budget reports.
- Participate in reviewing and selecting applications for the 2013 Festival, read ALL Festival applications.
- Attend weekly Executive Committee and Committee-at-Large meetings.
- Maintain the Production Manager archive binder, submit updated 2013 binder upon completion of Festival involvement
- Keep regularly scheduled office hours, one hour/week beginning in Fall 2012.

REQUIRED JOB-SPECIFIC SKILLS

- Previous leadership/producing/stage management experience.
- Excellent follow-through and attention to detail.
- Strong listening and problem-solving skills.
- Knowledge of Microsoft Excel and production paperwork templates, scheduling skills
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

APPLICATIONS COMMITTEE CHAIRS

(2 positions available)

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Kirk Lynn, Co-Producer

The APPLICATIONS COMMITTEE CO-CHAIRS will:

- Work with Co-Producers and Executive Committee to ready Go! Grant and Festival applications, guidelines and procedures.
- Publicize application information, including procedures, examples of successful/well composed applications, etc (in collaboration with PR/Marketing Committee Chairs).
- Utilize appropriate points-of-contact throughout the College of Fine Arts and the University at large to encourage collaborative partnerships and promote application opportunities (in collaboration with PR/Marketing Committee Chairs).
- Informed by existing application reading structure, plan application review process for Go! Grants and Festival applications (in collaboration with Assistant Producer and Co-Producers).
- Provide staffing support on application due dates in Spring 2012 and Fall 2013 to collect applications, distribute to reading groups, etc.
- Participate in reviewing and selecting applications for the Go! Grants and the 2013 Festival, read ALL applications.
- Attend weekly Executive Committee and Committee-at-Large meetings.
- Maintain the Applications Committee archive binder, submit updated 2013 binder upon completion of Festival involvement.

REQUIRED JOB-SPECIFIC SKILLS

- Excellent organizational skills.
- Knowledge of Microsoft Excel.
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

PR/MARKETING COMMITTEE CHAIRS

(2 positions)

**Applicants must possess either strong marketing skills in writing, promotion of events and press relations or in social and digital media execution and promotion. PR/Marketing Chairs will be selected to compliment each others' skills.*

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Cassie Gholston, Director of Marketing, Co-Producers

The PR/MARKETING COMMITTEE CHAIRS will:

- Create a long-range Public Relations/Marketing plan and schedule that aligns with departmental deadlines and is stays in budget.
- Maintain and update the New Works Festival website, create and post content in a timely manner. Maintain and update social media accounts including Facebook, Twitter and YouTube accounts.
- Continue to increase the usefulness of the Festival website for audiences, participants, and other Festival stakeholders. Keep Co-Producers and Assistant Producer apprised of domain status/renewal, bandwidth needs, web hits, etc.
- Work with graphic artists and layout designers to prepare physical collateral and graphic representations (posters, flyers, Festival Guide, Festival-at-a-Glance, Winship banner, street marquee, etc).
- Write copy for and release all media advisories, press releases, calendar listings, and materials for the media kit released to local and national news outlets with the goal of raising the visibility of the Festival.
- Create/solicit/synthesize content for the Festival-at-a-Glance and Festival Guide
- Work closely with other Executive Committee Chairs to publicize all Festival special events including: Go! Grants, Festival Applications, Festival Kick-Off and events the week of the Festival.
- Secure press and archival photography of every Festival event (including those before the week of the Festival), submit digital archives to Producers, as well as a physical archive of all Festival collateral materials.
- Participate in reviewing and selecting applications for the 2013 Festival.
- Attend weekly Executive Committee and Committee-at-Large meetings.
- Maintain the PR/Marketing Committee archive binder, and submit updated 2013 binder upon completion of Festival involvement.

REQUIRED JOB-SPECIFIC SKILLS

- Previous public relations/marketing/advertising experience.
- Familiarity with graphic design/print layout, print shop requirements, bidding out jobs, working with vendors.
- Strong writing skills.
- Mastery of HTML and CSS, basic knowledge of Javascript and PHP, familiar with MySQL Databases.
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

GUEST ARTIST COMMITTEE CHAIR

COMPENSATION: stipend

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Kirk Lynn, Co-Producer

The GUEST ARTIST COMMITTEE CHAIR will:

- Gather guest artist suggestions from production teams and UT community, including contact info, and submit list to Co-Producers and Assistant Producer in Fall 2012.
- Book individual travel for all guest artists (airfare, lodging, transportation to/from hotel).
- Create “Guest Artist Profile” (short biography, affiliation, etc.) for inclusion in the Festival Guide and on website.
- Work with Co-Producers and Assistant Producer to match guest artists with productions that will benefit from their observation and feedback.
- Recruit and organize student hosts for each guest artist that can assist with day-to-day transportation to events, respondent sessions, guest artist panels, etc.
- Prepare daily itinerary for each guest artist, and guest artist welcome packets
- Prepare guest artists for what will be expected of them during the festival (response sessions, panel discussions, student interactions, etc.) in collaboration with Dramaturgy Coordinator.
- Set up and maintain guest artist Hospitality Suite during the Festival.
- Prepare/submit guest artist paperwork.
- Participate in reviewing and selecting applications for the 2013 Festival.
- Attend weekly Executive Committee meetings and Committee-at-Large meetings.
- Maintain the Guest Artist Committee Chair archive binder, and submit the updated 2013 binder upon completion of Festival involvement.

REQUIRED JOB-SPECIFIC SKILLS

- Knowledge of Microsoft Excel
- Professional and gracious communication with VIPs
- Knowledgeable about travel bookings, particularly airfare.
- Able to respond to communication in a timely manner across multiple time zones.
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

ENGAGING RESEARCH COMMITTEE CHAIR

**Please note that this position was created for the 2011 Festival. The committee is still in a development phase and we welcome applicants who have innovative ideas on how to further integrate it into the structure of the 2013 Festival.*

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Kirk Lynn, Co-Producers

The ENGAGING RESEARCH COMMITTEE CHAIR will:

- Create programming that reflects the multiple ways we both engage in research and engage in/with our research in the fields of theatre and dance.
- Craft accessible spaces within the Festival for critical inquiry, collaborations across degrees, disciplines, the campus.
- Build visible connections between research processes and the productions in the 2013 Festival.
- Create and implement an application process for Engaging Research programming (in collaboration with Applications Committee Chairs).
- Put together additional programming as needed.
- Participate in reviewing and selecting applications for the 2013 Festival.
- Attend weekly Executive Committee meetings and Committee-at-Large meetings.
- Maintain the Engaging Research wiki, for archival purposes.

REQUIRED JOB-SPECIFIC SKILLS

- Experience with scholarship in, around, through, about, and for performance (including but not limited to, publishing, conference participation, teaching, and/or dramaturgy).
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

DRAMATURGY TASK FORCE COORDINATOR

**Please note that this position was created for the 2011 Festival. The position is still in a development phase and we welcome applicants who have innovative ideas on how to further integrate it into the structure of the 2013 Festival.*

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 – Spring 2013

REPORTS TO: Kirk Lynn, Co-Producer

The DRAMATURGY TASK FORCE COORDINATOR will:

- Recruit and train Dramaturgy Task Force team.
- Serve as a dramaturg for production teams, as needed.
- Promote the importance of dramaturgy in the Festival, and as a part of new work development.
- Participate in reviewing and selecting applications for the 2013 Festival.
- Attend weekly Executive Committee meetings and Committee-at-Large meetings.
- Maintain the Guest Artist Committee Chair archive binder, and submit the updated 2013 binder upon completion of Festival involvement.

REQUIRED JOB-SPECIFIC SKILLS

- Previous dramaturgy experience
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.

EVENTS COMMITTEE CHAIRS

(2 positions possible)

COMPENSATION: Academic credit negotiable

DATES OF INVOLVEMENT: Spring 2012 - 2013

REPORTS TO: David Justin, Co-Producer

The EVENTS COMMITTEE CHAIRS will:

- Coordinate hospitality for all NWF special events including, but not limited to: the Go! Grant Announcement, NWF Kick-Off, and major Festival Week events (opening event(s), Guest Artist Reception, closing event).
- Work with Cassie Gholston (Director of Marketing) to compile invite lists, design and distribute event invitations and manage RSVP's.
- Coordinate and manage catering including communicating with vendors and securing catering agreements.
- Design, order/purchase and set up décor for all Festival Week events, including set-up and strike of all event accoutrements.
- Work with Public Relations/Marketing Committee Chairs to publicize Festival and Festival events.
- Participate in reviewing and selecting applications for the 2013 Festival.
- Attend weekly Executive Committee meetings and Committee-at-Large meetings.
- Maintain the Events Committee Chair archive binder, and submit the updated 2013 binder upon completion of Festival involvement

REQUIRED JOB-SPECIFIC SKILLS

- Experience negotiating vendor quotes and agreements.
- Good design sense for events' aesthetic appearances, as well as graphics layouts for invitations, etc.
- Strong interpersonal and email communication skills.
- Enthusiasm and commitment to supporting the development and production of new work at UT Austin.