

# PAYOMET

## PERFORMING ARTS CENTER

### Artistic Associate

#### Summary

The Artistic Associate works with Payomet's Executive Director and other staff to support Payomet's artistic, education and outreach programs. The Artistic Associate is responsible for conducting research, arranging travel and housing, hospitality, and staff and volunteers among other duties.

#### Equal Opportunity Employment

Payomet is an equal opportunity employer. Payomet is committed to providing a work environment free from all forms of discrimination including gender, age, sexual orientation, race, nationality, ethnicity, religion, disability, veteran status, ancestry, and marital status.

#### About Payomet Performing Arts Center

Payomet Performing Arts Center is a volunteer-driven, non-profit performing arts organization located at Highlands Center, an abandoned air force base, in North Truro, MA on beautiful Cape Cod. We are committed to sustainable growth in order to remain true to our core mission: to produce exciting professional live music, theatre, circus arts, and humanities events with social impact. Our artistic decisions are informed by the eclectic tastes of our outer Cape audience. Payomet programming is embedded in core values of equity, diversity, and inclusion and can be described as "outside the box and inside the community."

**Application Deadline:** Applications welcome until position is filled

**Position Type:** Full-time with expectation to work some nights and weekends

**Reports to:** Executive Director

**Compensation:** Commensurate with experience. \$50,000-\$55,000

**Benefits:** Health insurance stipend, paid vacation, holiday, sick & personal time

**Schedule:** Monday – Friday, 10:00 am – 5:00 pm with expectation to work some nights and weekends during the summer season. Flex time and some remote work possible.

#### Responsibilities

- Work collaboratively with Executive Director and Programming Manager to plan, manage and execute artistic presentations with emphasis on performances that celebrate the music, arts, and culture of indigenous peoples and First Nations.

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- Work with the Artistic Director and Production Manager to manage artists' projects and schedules.
- Hire, train and manage temporary staff and volunteers.
- Arrange artists' travel, housing, ground transportation and hospitality within budget.
- Create and update detailed schedules for each artist including production and outreach activities.
- Serve as liaison for artists during performances with patrons and community groups.
- Assist with exhibitions, residencies, public programs, education and outreach programs and special events including festivals.
- Work with marketing staff to gather text and images from artists and managers for use in promotion.
- Work with development and event staff to assist with planning and managing performances or other artists' involvement in fundraising events.
- Work with development staff to acknowledge donations.
- Manage program interns, delegate work and track performance.
- Work with accounting staff to track and report all performance program expenses.
- Take part in wrap up, reporting, evaluation of all programs.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree or equivalent experience in performance or art-related field.
- Minimum 3 years project management or production experience.
- Proven ability to work well both independently and collaboratively.
- Excellent organizational skills.
- Strong administrative skills with Microsoft Office, Google Docs, etc.
- Experience with managing multiple projects, schedules and budgets simultaneously.
- Excellent communication and relationship building skills.
- Excellent problem-solving skills and flexibility with unusual projects.
- Cultural competency with a diverse group of artists, staff and community stakeholders.
- Personal qualities of integrity, open-mindedness and dedication to the mission of Payomet.
- A can-do attitude and sense of urgency with energy and enthusiasm to be part of a team and an organization in its infancy.
- Passion for the arts and a desire to achieve equity for all.
- Fluency in Spanish a plus!

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## **How to Apply**

To apply, email your cover letter and resume as a single PDF file to [staff@payomet.org](mailto:staff@payomet.org) with "Artistic Associate" in the subject line. The cover letter should include relevant experience, how you became aware of the position, and any direct experience you have had with similar positions and organizations. No phone calls, please.