



September 2022

Stage Manager

GrubStreet is the leading literary arts center in the country. We are a hardworking and creative bunch and pride ourselves on a warm and supportive work environment. The Stage Manager position plays a vital role in helping GrubStreet design and implement our artistic and programmatic vision for the stage in our new Center for Creative Writing.

We encourage BIPOC (Black, Indigenous and people of color), LGBTQIA+, people with disabilities, and other communities historically underrepresented in arts administration spaces to apply. GrubStreet strives to dismantle every system, process, or structure that would discourage any person from working with us. We actively seek diversity, equity and inclusivity because the excellence of our work and the value of its impact depend on them. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce.

Responsibilities

Programmatic Design & Management

Under the Education Director's supervision, the Stage Manager will collaborate with various teams to keep the stage consistently programmed, and ensure that programming and events are on mission and amplify voices from historically marginalized communities.

- Work with the Education Director on establishing a consistent artistic vision for the stage, including the planning, design, and execution of stage events, lectures, and other programming
- Help evaluate and make decisions on new stage programming and revise existing programming on a yearly basis
- Curate stage programming proposals from Grub teams and outside partners, aiming for sustainability, consistency, equity, and alignment with our overall vision
- Ensure that the stage is regularly active through various programs and events, and explore new opportunities for activation when needed
- In collaboration with the senior leadership team, establish a financially sustainable model for programmatic expansion and capacity support of the stage
- Ensure that all stage happenings are on mission and adhere to our cultural standards, including our principles of diversity, inclusion, equity, and belonging
- Contribute to the amplification of historically marginalized artists and communities through the overall curation and management of the stage

Administrative and Logistical

Coordinates with various program teams, operations, marketing, and outside partners to establish smooth processes for the logistical and administrative support of the stage. Manages the stage use calendar and communicates with Porter Square Books to ensure clarity around event dates, requirements, and expectations.

- Implement systems of communication and transparent requirements with all necessary stakeholders to facilitate use of the stage in a balanced, accountable, and equitable manner
- Work closely with the operations team to ensure logistical processes and responsibilities are clear and properly executed
- Work closely with the operations team to maintain all audio-visual technology and furniture in the event space to ensure accessibility
- Oversee the stage use calendar and consult with the Education Director on scheduling decisions and changes
- Work with GrubStreet's key partners Mass Poetry and Porter Square Books to establish a process for scheduling and expectations regarding stage usage: including use of the stage during bookstore hours and bookstore busy seasons, as well as setup and cleanup
- Manage appropriate personnel in charge of assisting and supporting programmatic activation, event execution, and logistical responsibilities for the stage
- Develop and implement a system for tracking internal event registrations and attendance
- Attend or support events on weekends and evenings as needed

Qualifications

- At least 2-3 years of progressive stage production and event management experience, with experience at a 501(c)3 organization and/or arts organization a plus
- Excellent management, communication and interpersonal skills, including ability to work effectively with various departments, external partners and diverse teams
- Excellent attention to detail and time management skills
- Ability to create and implement systems for process improvement
- Ability to problem solve creatively
- Commitment to racial justice and GrubStreet's mission

About the Organization

We believe that narrative transforms lives, builds bridges, and produces empathy. By rigorously developing voices of every type and talent, and by removing barriers to entry, GrubStreet fosters the creation of meaningful stories and ensures that excellent writing remains vital and relevant.

GrubStreet, the largest creative writing center in the U.S., annually engages over 8,000 students – both teens and adults – in programs that range from two-hour workshops to year-long graduate-level seminars.

Our teachers are working artists who bring the highest quality instruction and mentorship to storytellers. We also host a major writing conference each year and public storytelling events. The education and networks we facilitate foster a richer local writing scene, with a strong focus on increasing opportunities for writers of color, low-income writers, and teen writers.

Our programs eliminate common barriers to participation in the arts and lifelong learning, and build community among participants. We continue to increase scholarships and provide free writing programs (including bilingual classes) for adults and teens in low-income communities across Boston.

Position Details

GrubStreet is an equal opportunity employer. We provide a competitive salary and benefits package and a dynamic, collaborative work environment. The salary range for this position is \$56,000-64,000, commensurate with experience.

CONTACT INFORMATION

Instructions: Please submit your resume and cover letter at this link:

<https://airtable.com/shr7iOlxjJZC4Foyp>. If you have trouble or have questions, please email jobs@grubstreet.org and put “Stage Manager” in the subject line. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.

Position Status: Full time, exempt

Position Level: Manager, 2-3 years of experience at this level preferred

Position Reports to: Education Director

Location: Boston, with option for working remotely 2-3 days/week