

## **Producer - Performing Arts**

### **Production Coordinator – Performing Arts**

#### **Tasks and Responsibilities**

The producer is responsible for managing the logistical and organizational aspects of NST's productions. This includes supporting artistic teams, coordinating schedules, and ensuring the smooth execution of performances. The producer will receive mentorship from NST's leadership team to develop practical production management and team collaboration skills.

- Collaborate with directors, designers, and performers to align production schedules and resources.
- Assist with budgeting, tracking expenses, and coordinating venue logistics.
- Oversee rehearsal logistics, ensuring all materials and resources are available.
- Act as a liaison between creative and technical teams to maintain seamless communication.
- Contribute to audience engagement efforts by coordinating promotional activities and events.

#### **Mentorship Opportunities and Career Benefits:**

The producer will gain firsthand experience in production planning and arts management, preparing them for future leadership roles in the performing arts industry.

#### **Skills and Experience**

Example Dropdown Options:

- Project management and scheduling.
- Financial planning and resource management.
- Communication and stakeholder collaboration.
- Event coordination and problem-solving.

#### **What skills will the participant develop during this placement?**

Example Dropdown Options:

- Leadership and project coordination.
- Budgeting and resource allocation.
- Time management and logistical planning.
- Professional communication and teamwork.