

# THE POETRY PROJECT

## Production & Operations Coordinator

### ABOUT THE POETRY PROJECT

For more than five decades, The Poetry Project at St. Mark's has provided transformative space, community, and programming that expand access to poems, poets, education, and public opportunities for sharing creative work. Premised on the vision that poetry can radically change our communities, and that cultural action at the local level can inspire broader shifts in public consciousness, The Poetry Project regularly produces a dynamic range of live readings, performances, workshops, lectures and discussions, and ongoing publication of poetry and criticism.

As an organization, we advocate for rhizome over hierarchy, a sense of both critically-minded ambition and receptive humility, and a commitment to working against institution-centeredness in poetry, while recognizing and responding to the particular forces, patterns, and dynamics that also develop out of The Poetry Project as an institution. We apply these values to our work with one another as a staff, and fully collaborate across our respective responsibilities toward new possibilities in poetry. It is important to note, as well, that The Poetry Project's staff has historically been comprised of people who are themselves working poets and artists. The organization is committed to providing a work environment that support's the staff's wellness and various creative practices.

### ABOUT THIS ROLE

The Poetry Project seeks a Production & Operations Coordinator who will help to ensure the organization's smooth and efficient operations through daily management of its administrative functions, in addition to providing important production support for the organization's annual calendar of 60 to 75 live events.

Working closely with The Poetry Project's Managing Director, The Production & Operations Coordinator will play an essential role in supporting the workflow of a close-knit, nimble office and team, especially relative to the organization's accounting, financial reporting, resource management, and scheduling. The Production & Operations Coordinator will also liaise with readers, artists, presenters, technicians, vendors, and Poetry Project staff to help manage important logistical steps in the production of bold, original events.

We're looking for someone who will contribute both creativity and a high level of organization to our work with poets and poetry. The ideal candidate is eager to support systems, and equally eager to refine and adapt those systems across a range of artistic contexts.

### KEY RESPONSIBILITIES

#### *Readings & Events:*

- Process technical need requests for events and liaising with technicians, photographers, and videographers for event production
- Upload event recordings (photo, video, audio) and update onsite archive on an ongoing basis
- Manage orders and accounting for book sales at events
- Train and supervise volunteers, interns, and technical assistants on procedures for running readings and events

- Conduct box office preparation for events, as well as post-event accounting

*Office:*

- Update The Poetry Project's production calendars and work plans
- Support the Managing Director in administering vendor contracts and relationships
- Maintain record-keeping systems for files and documents pertaining to Poetry Project operations
- Respond to phone and mail inquiries
- Manage insurance policies (health, board, and liability)
- Order and maintain stock of postage and office supplies
- Prepare materials and minutes for staff and board meetings
- Supervise mailings by post, as well as the print-production, mailing, and distribution of The Poetry Project Newsletter
- Provide support, as needed, on special operational projects

*Finance*

- Process incoming and outgoing payment requests and contracts for readers, instructors, curators, technicians, consultants, content contributors, and others
- Produce drafts of financial reports, using The Poetry Project's accounting software and with support from the Managing Director
- Maintain filing for finance documentation such as invoices, check requests and expenditure tracking
- Make weekly bank deposits and support Managing Director with oversight of cash needs
- Conduct monthly account reconciliations for the Managing Director's review

QUALIFICATIONS

- 1-3 years of relevant project management, administrative, and/or event production experience
- Familiarity with accounting software (Quickbooks) preferred, or openness to training
- Knowledge of poetry and the literary arts, with preference given to individuals who are writers
- Demonstrated openness to working collaboratively and with strong attention to detail

COMPENSATION & BENEFITS

- \$40,000 - \$45,000 commensurate with experience
- Generous vacation and time off policies
- Full coverage of health, vision, and dental insurance by employer

**To apply:** Please submit a cover letter, resume, and contact information for three references to [jobs@poetryproject.org](mailto:jobs@poetryproject.org). Please use "Production & Operations Coordinator" and your name as the subject of your email. We will be reviewing and responding to applications on a rolling basis through **September 5, 2019**. No phone calls please.

*The Poetry Project is an equal opportunity employer committed to building a diverse, inclusive, and equitable workplace. We welcome and encourage applications from applicants of all races, ethnicities, religions, gender and sexual identities, ability statuses, ages, and veteran statuses.*