Job Title: Asst. Performance Producer
JOB ID #: 52921
Learn more and apply at: https://bit.ly/AsstPerPro

About The Ringling
The John & Mable Ringling Museum of Art is located in Sarasota, Florida, and is a part of Florida State University. Want to learn more about The Ringling?
Website | Facebook | Twitter | Instagram | Flickr | Pinterest | YouTube

Equity Statement
The Ringling is an Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Action employer with a strong commitment to diversity and inclusion. As such, we are always seeking individuals dedicated to innovation and excellence. A successful candidate will work effectively, respectfully, and collaboratively in a diverse, multicultural, and inclusive setting. We especially encourage applications by individuals from underrepresented groups, with a demonstrated commitment to a culturally and intellectually diverse workplace.

Should you require accommodations for the application or interview processes, please email employment@ringling.org or call 941-359-5700 (ext. 1-2605).

Learn more about our commitment to Diversity and Inclusion:
- FSU’s Equal Opportunity Statement
- FSU Diversity & Inclusion Statement
- FSU Strategic Plan
- Ringling Strategic Plan
- Ringling Equity Statement

Responsibilities
The Assistant Performance Producer is responsible for coordinating performance programs for The Ringling and contributes to the conceptualization, development, management and administration of the Art of Performance programming.

- Works closely with the Performance Programs Curator to create and monitor project/production plans for performance programming, performative installations, and special projects such as artist residences, artist/community outreach, and new production commission, etc. Assists with curatorial planning to include artist research & selection, program scheduling, grants and outside funding, etc.
- Responsible for implementation of performance programming including, but not limited to, budget development, project development, contracting, guest-artist services, production management, marketing/communication documents, production playbills, didactics, etc. Collaborates with the Technical Director, Collections, Registration, and Prep departments on implementing production plans and performance installations.
- Maintains communication with guest artist/companies and their representatives for the negotiation, processing and fulfillment of performance contracts. Works with the program associate to ensure the arrangement of guest artist/company travel (including VISA processing), production and equipment shipping/freight, accommodations, per diem/payroll, and artist services.
- Coordinates and oversees execution of administrative support for budget management, artist services and contracting, expenditure requests, purchasing, correspondence, data compilation, report preparation, administrative office operations, as well as related responsibilities for the Art of Performance department.
Qualifications

• Bachelor's degree and 2 years' experience or a combination of post high school education and experience equal to 6 years.
• Knowledge of applicable computer applications such as Microsoft Office Suite.
• Knowledge of the principles and practices of project planning, development, and evaluation.
• Ability to prioritize, organize and perform multiple work assignments simultaneously.
• Skill in assessment and treatment of persons from diverse populations.

Preferred

• Experience in artist-centered performing arts program design and presenting.
• Demonstrated success in community outreach with external stakeholders.
• Excellent written communication and in person customer service.
• Creative arts marketing disposition.
• Exposure to wide range of national and international arts practitioners.
• Social media and computer systems savvy.
• Knowledge of working with non-U.S. based artists and artist visa processing.
• Experience managing artist related travel.

Contact Information
For more information, or for technical assistance, please contact Ringling Human Resources at 941-359-5700 ext. 2605 or employment@ringling.org.

Anticipated Salary Range
Up to high 40's based on education, experience and skills of the selected candidate.

FSU offers a robust Total Rewards package. Visit our website to learn more about our Compensation, Benefits, Wellness, Recognition, and Employee Development programs. Use our interactive tool to calculate Total Compensation options based on potential salary, benefits and retirement contributions, earned leave, and other employment-related perks.

Museum employees also receive:
• Regular training on upcoming exhibitions
• Private gallery talks with curators
• Discounts on memberships
• Discounts in the museum store
• Discounts on select performances/events
• Free museum admission and much more!

Schedule
Typical working hours are Monday - Friday from 8:00 AM to 5:00 PM with a one-hour meal period. Please note that days, evenings, weekends, special events, or holidays will be required based on the needs the performance schedule at the Historical Asolo Theater housed within the The Ringling.

Criminal Background Check
This position requires successful completion of a criminal history background check, to include fingerprinting. The background check will be conducted as authorized and in accordance with University Policy 4-OP-C-7-B11.

How to Apply
If qualified and interested in a specific job opening as advertised, apply to Florida State University at https://jobs.fsu.edu (search under keyword “Ringling”).

Applicants are required to complete the online application with all applicable information. Applications must include all work history up to ten years, and education details even if attaching a resume. If you are a current FSU employee, apply via myFSU > Self Service.