



Title: Production Associate
Job Location: Dallas, Texas (In-person)
Status: Part-Time Temporary, Non-Exempt
Reports to: Senior Programs Manager, All Stars Project of Dallas
Salary: \$25.00/hour

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

All Stars Project, Inc. Mission

Through the developmental power of performance we transform the lives of youth from poor and underserved communities in partnership with caring adults, giving everyone the opportunity to grow.

Role Description:

The Production Associate (PA) is an integral member of the All Stars Project of Dallas (ASPD) programs production team, to create and produce the All Stars Project's (ASP) All Stars Talent Show Network (ASTSN) performance workshop designated for summer 2024. This position will work closely with the All Stars Project of Dallas programs team in the creation and implementation of this program.

Job Responsibilities:

Production Activities

- Produce and create the production plan and master calendar and tracking documents for the ASP Performance Activity.
- Coordinate, attend, and support local events and activities leading up to the ASP Performance Activity.
- Prepare and track liability and release forms.
- Draft written, verbal, and scripted professional communication for various constituents, including program participants, volunteers, community partners, and business partners.
- Lead Pre and Post-production meetings with ASPD staff.
- Respond to additional requests made by the Senior Programs Manager and the Director of Programs.

Outreach Activities

- Create marketing material in Canva to promote ASTSN performance workshop.
- Program database entry.

- Under the direction of the Senior Programs Manager, organize and update Social Media channels, coordinate volunteers, set up and lead outreach activities such as phone shifts, job fairs, community (door knocking) and school outreaches.

Qualifications

- 1-3 years production, stage management, nonprofit, or community relations experience.
- Strong interpersonal skills: ability to relate to youth, volunteers, staff leaders and community and professional partners
- Strong, proactive team player.
- Strong verbal and written communication skills – including public speaking.
- Computer skills, including Microsoft Office programs, specifically Microsoft Excel and Microsoft Word
- Organized and extremely detail oriented.
- Flexibility in schedule; willing to travel to events with evenings and Saturday's often required.
- Commitment to inner city youth development is preferred.
- High school diploma or equivalent experience preferred.
- Providing proof of Covid -19 vaccination required.
- Valid driver's license and vehicle preferred.

About All Stars

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more.

We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 6 cities, and raising \$10 million annually in private funding. We have become one of the country's leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Indicate “Production Associate” in the subject line of your email for the fastest consideration.

To learn more about All Stars Project, please visit our website at <https://allstars.org>.