Title: **Performance Activity Producer**
Location: Chicago, IL
Job Status: Part-time/Temporary, Non-exempt, Hybrid
Reports to: Director of Programs
Salary: $21.00-30.00/hour (commensurate with experience)

*Do you want to **impact** youth and underserved communities by **building bridges** and harnessing the power of human development, opportunity, and hope?*

*Become a part of our nonprofit team, whose purpose is to **create** a more caring America by bringing out the **All Star** in everybody.*

All Stars Project 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.

Specific Details on the Position
- Position runs from May through September 2024
- Approximately 10 hours/week

Scope of Work
- Produce and maintain a production plan and master calendar
- Assist the production team in the production of local events and activities leading up to the event
- Participate in weekly calls as needed with the Program Director and Associate Director of Youth and Community Development to ensure all elements of the production are moving forward
- Under the direction and supervision of the Associate Director of Youth and Community Development:
  - Support venue management and vendor relationships
  - Assist with managing relevant event logistics, including but not limited to event timelines, production schedules, and day-of production timelines
  - Assist with implementing event theme and incorporate appropriate lighting, ambiance, décor, and graphic design
- Schedule and confirm appropriate stakeholders for planning calls, rehearsals, and briefings
- Manage deadlines to achieve goals, including keeping relevant event production constituents appraised of timeline and progress
- Support the Program Director with monitoring and tracking expenses, ensuring the event stays at/under expense budget
- Lead rehearsals with technical staff and the production team
- Lead day-of tech rehearsal and produce live program using approved run of the show
- Interface with the venue, A/V providers, and other vendors to respond to all program- and venue-related concerns, including room rental and layout
- Ensure all speakers have script segments one week prior to the event. Prepare final scripts for tech staff and speakers to use day-of
- Produce post-event report, including final script, timeline, and assessment of event

Qualifications

- 1-3 years of production and/or stage management experience
- Strong interpersonal skills; ability to relate to youth, volunteers, staff leaders, and professional partners
- Strong verbal and written communication skills – including public speaking
- Strong, proactive team player
- Proficient computer skills, including Microsoft Office programs, specifically Excel and Word
- Organized and extremely detail oriented
- Flexible schedule. Evenings and Saturdays are sometimes required.
- Flexibility and ability to work outdoors occasionally for events or event setups
- Commitment to inner city youth development is highly desired
- Providing proof of Covid-19 vaccination is required

About All Stars Project

The All Stars Project (ASP) is a growing national nonprofit organization whose mission is to transform the lives of youth from poor and underserved communities using the developmental power of performance, in partnership with caring adults, giving everyone the opportunity to grow. While the ASP's afterschool programs include hip-hop talent shows, training in theatre and the arts, and programs where we partner with the business community to help young people create a professional performance, we are doing so much more – we are building community and imagining possibility. Founded in 1981, the ASP currently operates in five locations across the United States (New York, New Jersey, San Francisco Bay Area, Chicago and Dallas). The ASP is primarily privately funded, with two-thirds of our support coming from individuals.

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

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