



OBSIDIAN THEATRE FESTIVAL

DESCRIPTION:

The Obsidian Theatre Festival produced by GhostLight Productions, INC. is seeking an Associate Producer to join its team.

ABOUT: The Obsidian Theatre Festival (OTF) is a new and invigorating celebration of Black Stories featuring the work of prolific emerging Black voices, illuminating the rich diversity of experiences relevant to the African diaspora in America.

Our team seeks to normalize the panoply of Black American culture through an inclusive, color conscious lens. We are dedicated to the exploration of universal themes, and acknowledgment of the ways in which intersecting identities shape the world in which we live.

Returning for our second seasons, we believe ART is most impactful when artists bring the fullness of their identities and experiences to their work; and we actively encourage creativity in thought, storytelling and casting by asking the following:

- How do stories shift if the established ideas of a character's gender identity, ethnicity, disability, skin color, height, weight, and/or sexual orientation are challenged?
- What layers of meaning and depth, if any, are brought to the surface in this exploration?
- How does an imaginative, out of the box creative process push back against, or reinforce existing social structures?

The Obsidian Theatre Festival accepts applicants of every identity, and does not discriminate on the basis of identity, including but not limited to: race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status, marital status, or economic class.

For more information about The Obsidian Theatre Festival please visit www.obsidianfest.org

LOCATION: Detroit, MI

Executive Producers

David Carroll
John Sloan, III

Producing Artistic Director

John Sloan, III

Managing Director

Joshua Cashman

Associate Artistic Director

Alexis Sims

Creative Producer

Garlia Cornelia Jones

Production Manager

Yemisi Odetoynbo

Arts Education Manager

Sarae Daniels

The Obsidian Theatre Festival is Produced by GhostLight Productions and Nicely Theatre Group.

**BLACK STORIES
NEW STAGE**

www.obsidianfest.org



OBSIDIAN THEATRE FESTIVAL

POSITION SUMMARY: The Associate Producer will work collaboratively with the Creative Producer across multiple departments to create a positive, efficient and effective environment for the Obsidian Theatre Festival. This position supports our Creative Producer to oversee the Obsidian Theatre Festivals Development, Marketing, Public Relations and Communications needs. This position will work closely with the OTF to perform other administrative duties.

Our ideal candidate will exemplify our values of building an ideal workspace for all artists, crew, administrators and locals. We are looking for an enthusiastic candidate who demonstrates outstanding written and oral communication and organizational skills. Attention to detail is a must.

RESPONSIBILITIES:

- Perform office management tasks such as meeting note taking, collating, organizing, and managing files.
 - Google Suite experience a plus
- Create and Maintain project calendar for all meetings, having strong communication skills, creating agendas and other tasks as designated by the producorial team.
- Work directly with the Creative Producer and occasionally the Producing Artistic Director to ensure maximum time management value.
- Provide support for the Creative Producer, assisting in the development and execution of:
 - Marketing
 - Communications
 - Development
- Assist with visual branding needs
 - Previous experience with graphic design/maintenance is a huge plus. (Adobe Photoshop, Illustrator, etc)
- Maintain collaborative project management database.
- Provide exemplary and flexible Communication skills across multiple formats

Executive Producers

David Carroll
John Sloan, III

Producing Artistic Director

John Sloan, III

Managing Director

Joshua Cashman

Associate Artistic Director

Alexis Sims

Creative Producer

Garlia Cornelia Jones

Production Manager

Yemisi Odetoynbo

Arts Education Manager

Sarae Daniels

The Obsidian Theatre Festival is Produced by GhostLight Productions and Nicely Theatre Group.

**BLACK STORIES
NEW STAGE**

www.obsidianfest.org



OBSIDIAN THEATRE FESTIVAL

QUALIFICATIONS:

- Desire to work or previous experience in the entertainment or theatrical industry
- Familiarity and/or working knowledge of Non-Profit or Commercial or Regional or Touring Theatrical productions
- Strong organizational and administrative skills, including experience developing/executing contracts, correspondence, and other documents.
- Outstanding judgment and ability to prioritize varying tasks.
- Experience maintaining relationships with vendors/partners.
- Skilled in communicating clearly, with tact and discretion, as well as maintaining confidentiality.
- Ability to multi-task.
- Excellent written and verbal communication skills.
- High level of computer proficiency with knowledge of Google Suite.
- Previous experiences with the following are a plus;
 - Click Up or similar Project Management program
 - Education community
 - COVID-19 Safety standards

SCHEDULE:

The Obsidian Theatre Festival will begin with educational content beginning in spring of 2022 prior to live performances from June 23rd-26th in Detroit, MI and culminating in live stream virtual productions.

Immediate start date through August 1st, 2022 with flexible work from home prior to production weeks.

Estimated workload averages 15-20 hours per week.

COMPENSATION: Stipend - \$5,000

APPLICATION INFORMATION:

To apply, please email a cover letter, resume to joshua@ghostlightinc.com.

Please put in the Subject line: Associate Producer

We are seeking to fill this position immediately.

Executive Producers

David Carroll

John Sloan, III

Producing Artistic Director

John Sloan, III

Managing Director

Joshua Cashman

Associate Artistic Director

Alexis Sims

Creative Producer

Garlia Cornelia Jones

Production Manager

Yemisi Odetoynbo

Arts Education Manager

Sarae Daniels

The Obsidian Theatre
Festival is Produced by
GhostLight Productions
and Nicely Theatre Group.

**BLACK STORIES
NEW STAGE**

www.obsidianfest.org