

## Event Producer

**20 hours/week - hybrid of remote and in-person (6-month term)**

**Haiti Cultural Exchange (HCX)** was founded in 2009 by seven Haitian women with a mission of developing, presenting, and promoting the cultural expressions of the Haitian people. Our activities deepen appreciation of the rich diversity of Haitian arts and culture in New York City—one of the primary outposts of the Haitian diaspora—by providing opportunities for artists of Haitian descent to develop and present their work in music, dance, film, visual arts, as well as educational programming. Our promotion of the arts and public affairs aims to raise awareness of social issues and foster cultural understanding within and beyond the Haitian community.

### Core Scope of Work:

Haiti Cultural Exchange (HCX) seeks a dynamic professional to fulfill the part-time position of Event Producer to be part of our exciting array of performance, arts, and educational events. Reporting to the Executive Director, a successful candidate will be a diligent collaborator who can manage all elements of event production in a variety of disciplines and venues, including events at the Brooklyn Botanic Garden, Prospect Park Boathouse, Photoville, and our signature Selebrasyon! Festival taking place June 15-18 and June 22-25, 2023. The role of Event Producer requires an on-site presence at all events, which are held primarily on evenings and weekends. This position is a six month commitment beginning mid to late April 2023. This is an opportunity to engage with a vibrant and devoted community in New York, to support innovative artists and programming from Haiti and the Haitian diaspora, and contribute their influence and presence in the greater arts community.

### Responsibilities:

#### EVENT PRODUCTION

- Plan and produce HCX's signature programs alongside Executive leadership and community partners, including artists talks, music festivals, dance performances, youth development programs, and the Selebrasyon! Festival, as well as branded, stand-alone cultural events.

- Manage artists' needs including VIP and artist hospitality, scheduling, technical and logistic requirements, contracting, travel, and work visas.
- Manage relationships with event partnerships.
- Where needed, source talent, support staff, and interns based on event production needs.
- Coordinate all logistics with event venues and vendors (e.g. rentals, catering, etc).
- Lead day-of operational needs from set-up to strike, develop run-of-shows with all contacts, plan team delegation and tech/rehearsals. Co-plan a management strategy for door logistics related to day-of RSVPs, and ticket sales.
- Manage any relevant event requirements regarding COVID safety or other health guidelines.

#### ADMIN

- Arrange for documentation via photographers and videographers for events. Maintain all event documentation and info on HCX shared server using the organizations' archive protocol and folder structure.
- Work closely with Programs Assistant and Communications Consultant/designer on pre- and post-event content such as artist biographical materials, updated event information, event photos and videos to facilitate marketing, promotion, and documentation of programs.
- Assist in the updating and accuracy of flyers and programs for events.
- Manage artists contracts.
- Delegate to and manage Programs Interns/Volunteers.

#### Qualifications:

- Bachelor's Degree or higher, or extensive event planning and production experience
- Minimum of two years working in arts programming, event planning and/or event production.
- Proficiency in Microsoft Office Suite, Google Drive, DropBox, Constant Contact (or similar email editing platform), Mac OS.
- Excellent verbal, interpersonal, and written communication skills. Must be comfortable with public speaking.

- Ability to multitask and problem-solve in real-time.
- Located in the NYC Metro area.
- Familiarity with the Arts & Culture environment in NYC.

**Ideal candidates are:**

- Passionate about the arts and/or cultural heritage preservation and appreciation of their roles in building communities.
- Eager to engage with the HCX community at events.
- Cooperative and team-oriented.
- Detailed, efficient, organized, skilled in lateral leadership.
- Familiar with Haitian Creole and the culture of Haiti, while a plus, it is not required. HCX welcomes dynamic candidates with a wide array of backgrounds.

**Compensation:**

Position is 20 hours a week entailing a hybrid of in-person and remote work. HCX is located in Brooklyn, NY. Salary is \$13,750 for six months (\$26.44 per hour), including paid time off for federal holidays, with the possibility of extending the position if deemed appropriate by both HCX and the candidate. Time commitment per week may be variable depending on event needs, and will need to be coordinated with the Executive Director.

**Apply:**

Please submit a cover letter and resume to [jobs@haiticulturalx.org](mailto:jobs@haiticulturalx.org). Please include the Job Title and your full name in the subject line. Professional references and samples of relevant event work will be requested of final candidates. Position open until filled.

Haiti Cultural Exchange is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

