



FELLOWSHIP APPLICATION

POSTING DATE: April 28, 2022
GROUP: Emerging Leaders Group Fellowship Program
POSSIBLE POSITIONS: Artistic, Development, Marketing, General Management/Operations, Production/Stage Management

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We were founded as a playground and a launch pad for emerging artists to create new work, with a dual mission to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Today, Ars Nova is known for its “pop-culture-savvy experimentation, with a hipness that sets it apart” (New York Times).

Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have led to the exclusion of Black, Indigenous and People of Color from our team. We are actively working to become a more diverse, anti-racist, inclusive organization; please see our commitments and progress towards these objectives [HERE](#). We hope BIPOC candidates will accept our invitation to apply.

ABOUT THE EMERGING LEADERS GROUP

Ars Nova is looking for smart, motivated, young cultural leaders who are underrepresented in the theater field for our Emerging Leaders Group. More than just an internship, this hands-on training program makes you an integral part of the day-to-day operations of our office and the discovery, development and launch of our artists. Fellows learn the ins-and-outs of their department(s), and also participate in one or more of our all-staff Equity, Diversity and Inclusion Working Groups, which meet weekly to advance our anti-racism work. The Emerging Leaders Group also provides professional development and networking opportunities that prepare you to launch your career in arts administration.

Ars Nova is committed to building an equitable, diverse and inclusive community, and the Emerging Leaders Group Fellowships are aimed towards individuals from groups who have been historically underrepresented in the theater field, whether by race, religion, ethnicity, national origin, gender identity, age, disability status, sexual orientation or any other personal characteristic. Emerging Leaders Group Fellowships are training positions designed as pathways from school to the workforce, so current students are not eligible. A college degree is not necessary to apply. Applicants should be based in New York City and must provide proof of full vaccination, or receive an exemption. ***Fellows need access to WiFi, and a computer with a camera & microphone for possible remote work if they prefer, but can also come into the office every day and use technology provided onsite. Accommodations and resources can be provided if this would be a barrier to participation.***

Ars Nova is now accepting applications for several eight-month Fellowship positions, which will approximately span from August 15, 2022 - June 30, 2023.

Here's a basic breakdown of the Fellow experience:

- You'll train and participate as part of the Ars Nova team, 35 hours a week; including serving on at least one of the Equity, Diversity, Inclusion & Justice Working groups
- The majority of your time will be during our regular administrative office hours: Monday-Friday, 10AM-6PM, with the potential for some occasional evening and weekend hours.
- You'll receive a weekly stipend of \$525 for each week of the program.
- The position may include some remote office days, and we anticipate the need for at least some on-site days each week at our 54th Street building in Hell's Kitchen. In accordance with our phased



reopening safety plans, most teams are currently working on site Tuesday-Thursday, but some teams are working on site 5 days per week.

- You'll have an all-access pass to see everything we produce for free!
- You'll participate in seminars and networking coffees with members of the larger New York theater community.

POSITION DESCRIPTIONS

We've included more info below on the positions that may be available and some of the skill sets that we look for within each.

MARKETING FELLOW

Working closely with and directly reporting to the Marketing Manager, this Fellow will join Team Marketing to dive into all things audience experience, branding and promotion at Ars Nova. This is an ideal opportunity for a young professional interested in learning about how to engage and connect audiences with the early career artists we champion. Responsibilities will be wide-ranging and could include market research; ticketing management; data collection and analysis; assisting front of house operations; social media tracking and engagement; marketing communications calendaring; website updates; proofreading and editorial work; and basic graphic design. The ideal candidate will have a can-do attitude and an attention to detail; combined with strong proofreading and organizational skills. Experience in the google suite, graphic design, web design, and/or social media management is always a plus, but not required!

FUNDRAISING FELLOW

Bold, innovative and genre-defying work doesn't happen magically out of thin air. It takes time, it takes space, it takes money — them's the facts. And if you want to make art in New York City happen, you gotta find the money somewhere. Working with Ars Nova's small-but-mighty Development Team introduces you to the practices and tools used to raise money to support 500+ emerging artists each year — ranging from throwing galas to writing grant proposals to making face-to-face connections with donors. Responsibilities can be wide-ranging and include working on special events, researching prospects, and helping write and assemble major grants. Candidates should have great organizational skills, incredible attention-to-detail and a good rapport with people. Experience in the google suite and graphic design is always a plus, but not required!

THEATER MANAGEMENT/OPERATIONS FELLOW

Working closely with, and reporting directly to the General Manager and Business Manager, you'll gain insight into the day-to-day management of a non-profit theater with a broad overview of the entire organization. This department is ideal for those interested in pursuing company/artist management, not-for-profit finance/business, administrative operations or arts administration professionally. The primary responsibilities include assisting the General Management team with artist contract drafting, review & tracking; artist royalty reports; check processing, credit card reporting & cash reconciliations; budget management and research; inter-department coordination; office set up and company culture & hospitality. Attention to detail is required, as well as a can-do attitude towards achieving organization-wide goals. This role blends traditional office tasks with on-your-feet building and theater management & preparation. Excel & Quickbooks skills are a plus! Experience in the google suite, graphic design is always a plus, but not required!

ARTISTIC ADMINISTRATION FELLOW

Working closely with the Head of Artistic Programs and having regular interaction with the Associate Artistic Director, this role's primary responsibility is to assist the Artistic staff with the daily administration and artistic development work of the theater. Responsibilities include logging, tracking and evaluating



submissions and artistic coverage; assisting with and attending Play Group meetings, supporting the producing of Play Group Out Loud readings, Makers Labworkshops and commissioned artist developmental activity; scouting theater and other live performance in New York City on behalf of the company and making recommendations; and general administrative support for the artistic staff. The Artistic Department's Emerging Leader will additionally be instrumental in the administration of the ANT Fest application process and producing of the Festival. Working in the Artistic Department will include a heavy amount of daily interaction with Ars Nova's artist community as well as with all staff, making this an ideal opportunity for a young professional hoping to gain hands-on experience in artistic development and producing. Experience in the Google suite and graphic design is always a plus, but not required!

PRODUCTION & STAGE MANAGEMENT FELLOW

Working closely with the Production Manager and having regular interaction with the Director of Production and Operations, this role's primary responsibility is to assist the Production staff with the daily administration and artistic development work of the theater. Responsibilities include supporting the production of readings, developmental workshops, and off-broadway productions; stage management and backstage support as well as general administrative support for the Production staff. The Production & Stage Management Emerging Leader will additionally be instrumental in the production needs of ANT Fest. Working in the Production Department will include a heavy amount of daily interaction with Ars Nova's artist community as well as with all staff, making this an ideal opportunity for a young professional hoping to gain hands-on experience in production, artistic development and producing. Experience in the google suite, graphic design, stage management, carpentry, lighting, sound or video (especially QLab) always a plus, but not required.

HOW TO APPLY

Fill out our online form, [HERE](#), where you'll be asked some basic questions and to upload a personal statement and resume. ***Please pick THREE departments you would be interested in and rate them.*** Ars Nova staff will be in touch if we'd like to schedule an interview.

We want you to ditch the standard form letter and speak from the heart. This piece should address how participating in the Emerging Leaders Group will help you achieve your personal and professional goals, and what personal experiences you will bring to Ars Nova and to the theater field at large. Your resume will tell us what you can do, let the personal statement tell us who you are.

While we ask that resumes be submitted in written form, we invite applicants to submit their personal statement via a written piece, audio or video recording – whatever form best supports your self-expression.

Questions? Email us at jobs@arsnovanyc.com

Application Link: https://form.asana.com/?k=VjFhG_wcTc1vh9---nfwdw&d=75190075101323

Applications are due by 11:59 PM on May 22, 2022.