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To: undisclosed-recipients::

Subject: CREATIVE TEAM FOR HIP HOP THEATRE PRODUCTION OPPORTUNITY

Greetings Family,

I am excited about the forward movement of my upcoming production, *HERstory: Love Forever, Hip Hop* at the Kennedy Center this June. As I move along in the process, I have decided to be intentional in creating opportunities for students (undergrad and graduate) and emerging practitioners to be involved in the creative team opportunities we haven't yet filled. I am sending this out in the event that you may know persons that may be interested in these opportunities before we post them publicly. We strongly encourage women and candidates of color to apply for the open positions. Please have interested applicants send their resume and letter of interest to goldie@freshhinc.org. Thanks in advance!!

CREATIVE TEAM FOR HIP HOP THEATRE PRODUCTION IS HIRING!!!

Production Manager- has a wide number and variety of responsibilities, which can be broken down into three primary categories: handling the majority of the administrative duties related to a production, assisting the director during rehearsals, and being responsible for all technical activity of the production. [Paid position]

Scenic Designer- Applicants should possess at least a BFA or BA in Scenic Design or equivalent experience and have experience working in a theatrical Scenic shop. Applicants must possess a mastery of scenic design skills, experience in scenic painting, basic knowledge of carpentry and crafts, extensive knowledge of lighting design and ability to work with intelligent lighting equipment. We are seeking applicants who possess imagination, flexibility and the desire to work with a variety of people of various ages in a creatively charged and artistically demanding, yet nurturing environment. Applicants must be ready to work as a member of a strong creative team, and to work quickly towards the end goal, while still giving focus to detail and the artistic process. The ideal candidate is resourceful, organized and able to handle multiple projects at once and possesses grace and a sense of humor under pressure. [Paid position]

Dramaturgical Assistants

Responsible for researching and collecting materials for the production. Largely hip hop reference materials and conducting research, attending rehearsals, helping facilitate script changes, and discussing notes with the lead dramaturg. Assist with playwright and designers as needed. [Unpaid-Designed for student]

1. Attend regular meetings with the dramaturg and director.
2. Attend and contribute to design and production meetings.
3. Collaborate productively with all members of the production team, taking inspiration and guidance from the dramaturg and the director.
4. Meet specific deadlines detailed for the project.
5. Assist with providing the following research/analysis as requested by the dramaturg:

1. Textual analysis.
2. History of the text.
3. Biographical information on the playwright.
4. Information on the play's sociopolitical-historical context.
5. Production history.
6. Critical reviews of past performances.
7. Review of various translations.
8. Development/adaptation of the text.
9. Assist the dramaturg during rehearsals.

The following assignments might be made for rehearsals:

1. Talk to the company about research material pertinent to the development of the performance.
2. Provide resource material for the company (e.g. definitions of terms, pronunciation guide, etc.).
3. Serve as a surrogate audience member by analyzing how certain choices may "read" and identifying moments where the concept could be manifest more clearly.

Assistant Director-is an opportunity to learn firsthand the director's process and the production process as a whole. The responsibilities may include facilitating and supporting during the rehearsal process, taking notes, and facilitating the smooth running of the entire production process, and/or other duties as assigned. Specific duties and tasks will be decided based on the abilities of the assistant and the needs of the show. [Unpaid-Designed for student]

Assistant Stage Manager-assist the Production Stage Manager with all of their responsibilities. This can include attending production meetings, running rehearsals, clerical organization, and ensuring the smooth execution of the performances. The ASM is part of the management team of the production. [Unpaid-Designed for student]

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Yours in Service,

Goldie Patrick
Founder/Executive Director
F.R.E.S.H.H Inc