Executive Producer

Title: Executive Producer (EP)
Status: Full Time, exempt with benefits

POSITION SUMMARY
The International Contemporary Ensemble seeks an Executive Producer (EP) to implement the programs and initiatives that support its mission. The Executive Producer creates environments for live programming and digital content, organizes education and learning programs (post-secondary and pre-professional), and supports the Artistic Director in their designs for commissions, collaborations, productions, and initiatives. Together with the Executive Director and Artistic Director, the Executive Producer is a senior leader of the organization and is responsible for holding up the vision and values of the International Contemporary Ensemble by ensuring its strength and stability, financially and artistically.

The Executive Producer is a musician or performing arts expert with a deep understanding of experimental music history, current trends and styles, and a perpetual curiosity around discovering and amplifying new voices. In concert with the mission of the International Contemporary Ensemble, the Executive Producer is a champion of emerging and underrepresented creators in the field of sound.

In partnership with the Artistic and Executive Directors, the Executive Producer is a liaison between the voices, identities, and creativity of the artist-collaborators of the International Contemporary Ensemble and the field of experimental music.

On a daily basis, the Executive Producer of the Ensemble executes the organizational activities with creators, presenters, and audiences, communicates with and contracts personnel, manages the event calendar and rehearsal schedule, serves as primary liaison to venues and event hosts, and designs the production stage and installation-craft of each event.

This is a full-time position that involves nights and weekends based on the schedule of events.

The Ensemble is an equal opportunity employer and is committed to ensuring a diverse and inclusive culture. Applicants from all backgrounds are encouraged to apply. Please note that our primary office is located in the Sunset Park neighborhood of Brooklyn.

REPORTING STRUCTURE AND KEY RELATIONSHIPS
The Executive Director and Executive Producer are thought partners and senior leaders of the organization, and the reporting structure will be developed to reflect their agency and accountability in the organization. The Executive Producer will work most closely with the Artistic Director and Ensemble musicians to help implement their vision and projects. The overall organizational structure of the organization, its policies, and financial stability are steered and overseen by the Executive Director, and key relationships include the board, funders, staff, and partners. The Executive Producer drives and oversees all programs, production budgets, and communications about programs internally and externally, and key relationships include the Artistic Director, Ensemble musicians, artist-collaborators, staff, vendors, and presenting partners.
KEY RESPONSIBILITIES
These duties occupy a majority of the Executive Producer's time.

CREATIVE FACILITATION, PRODUCING, AND LEADERSHIP
❖ Co-design a strategic vision with the Executive and Artistic Directors, and build budgets to support that vision for multiple seasons
❖ Execute, produce, and/or facilitate the designs of the Artistic Director and/or the Ensemble to amplify creators whose work propels and challenges how music is made and experienced
❖ Maintain accountability and oversight of the budget for creative producing, education, learning, collaborative personnel, and commissions, as well as for all earned income
❖ Develop, maintain, and support strong relationships with presenters and institutional partners such as venues, institutes, academies, series, festivals, and journalistic outlets
❖ Strategically promote projects to multiple presenters; negotiate, contract, and execute productions
❖ Empower and motivate a production team of 3-4 full and part time staff, helping them manage their time and produce unparalleled work while supporting their development
❖ Engage/contract collaborators who are aligned with the Ensemble’s values, as well as with its commitment to the highest level of musicianship
❖ Collaboratively coordinate audio and video documentation of concerts and recording sessions with the support of the Technical Director/Audio Engineer and Production/Communications Director
❖ Design initiatives for pre-professional learning in the performing arts, such as Ensemble Evolution
❖ Maintain partnerships with individual experts and institutions of higher learning
❖ Collaborate with Communications team and oversee streamlined communications about all projects internally and externally
❖ Support a creative and inspiring workspace, and lead by example to support the values of the organization

SECONDARY RESPONSIBILITIES
These duties occupy a smaller portion of the Executive Producer's time.

BOARD AND STAFF RELATIONS
❖ Develop, maintain, and support strong relationships with the Board of Directors, advisers, and others
❖ Attend all meetings of the Board of Directors and committees. Prepare and present reports and agendas as required
❖ Assist the ED in building and driving matters of governance, development, and recruitment of new board members
❖ Maintain a regular presence in the office and/or online when not attending offsite meetings, appointments or rehearsals

FUNDRAISING AND FINANCE
❖ Support the ED and Development staff in individual giving campaigns, major-gift cultivation, and grant applications and reports
❖ Work with Development staff on multi-year planning
❖ Support the Business and Finance Manager to ensure proper accounting, audits, and cash flow
THE CANDIDATE
The ideal candidate will have:

- Extensive training in sound practices and/or extensive background in music performance
- Extensive knowledge of the contemporary music ecosystem, including presenters, foundations, institutions, history, and artists
- At least 5 years’ experience in a production role in the performing arts or related field
- At least 5 years’ experience successfully leading teams on projects that require multiple, complex parts
- Demonstrated, exceptional prioritization and problem-solving skills; high-level attention to detail, timelines, and production schedules; ability to manage multiple projects simultaneously
- Existing relationships with presenter partners, institutions, and festivals
- Exceptional written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Familiarity and experience with non-profit financial management and accounting principles and an excellent knowledge of fiscal management, including the ability to maximize earned income opportunities and increase contributed income
- Previous experience in the New York City performing arts community preferred
- Understanding of fundraising preferred
- Action-oriented, entrepreneurial, and adaptable approach to business
- Passion, compassion, idealism, integrity, a positive attitude, and a mission-driven approach to work
- Self-directed initiative and excellent collaboration skills
- Expertise in Google Suites
- Knowledge of cutting edge tools and technology for live performing arts and digital storytelling

COMPENSATION AND BENEFITS
The International Contemporary Ensemble offers a competitive salary and benefits that align with our values of wage justice and work-life balance. The salary range for the Executive Producer position is commensurate with experience and is in the high 80s - low 90s range. The position is full-time, with benefits including medical insurance, dental and vision insurance, vacation, personal, and sick time. We strive to create a culture that emphasizes work-life balance, and we offer a generous amount of flex time in compensation for extra hours worked, as well as full, week-long office closures twice a year in addition to vacation days.

OFFICE LOCATION
During the COVID-19 pandemic, we are working hybrid remotely and at our offices in Sunset Park, Brooklyn. Due to the volume of events in New York City, this position will be required to reside in New York City or the tri-state area.

TO APPLY
Please submit a resume; three references (who will only be contacted after interviews and after informing you); and a cover letter explaining how your experience fits with the needs of this position, and why you’re interested in working with the International Contemporary Ensemble. Please send all materials via PDF directly to careers@iceorg.org with the heading EP POSITION.

We will start reviewing applications in mid-March. Ideally, the Executive Producer would start part-time in June to train with the outgoing Artistic Director, and ramp up to full time in July/August.
The International Contemporary Ensemble is an equal employment opportunity employer. The organization adheres to a policy of making employment decisions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship, age, criminal history, or disability.

ABOUT THE INTERNATIONAL CONTEMPORARY ENSEMBLE
With a commitment to cultivating a more curious and engaged society through music, the International Contemporary Ensemble – as a commissioner and performer at the highest level – amplifies creators whose work propels and challenges how music is made and experienced.

The Ensemble’s 35 members are featured as soloists, chamber musicians, commissioners, and collaborators with the foremost musical artists of our time. Works by emerging composers have anchored the Ensemble’s programming since its founding in 2001, and the group’s recordings and digital platforms highlight the many voices that weave music’s present.

GUIDING PRINCIPLES & VALUES
The International Contemporary Ensemble strives to cultivate a mosaic musical ecosystem that honors the diversity of human experience and expression by commissioning, developing, and performing the works of living artists. The Ensemble is a collective of musicians, digital media artists, producers, and educators who are committed to creating collaborations built on equity, belonging, and cultural responsiveness. Now in its third decade, the Ensemble continues to build new digital and live collaborative environments that strengthen artist agency and musical connections around the world.

We at the International Contemporary Ensemble believe that as a collective committed to advancing experimental music, it is our responsibility to challenge our biases and practices around who performs, or has their works performed, on the world’s stages. We acknowledge that Western European classical music has excluded individuals based on wealth, race, sex, pedigree, background, gender-identity, disability, and sexual orientation. We are actively making changes to all entry points to our organization to ensure that Black, Indigenous, and/or People of Color are represented throughout the organization and on the world’s stages, and that our operations and decision-making structures support building spaces of belonging for everyone involved in the process of developing new music.

MORE ABOUT THE ENSEMBLE
Described as “America’s foremost new-music group” (The New Yorker), the Ensemble has become a leading force in new music throughout the last 20 years, having premiered over 1,000 works and having been a vehicle for the workshop and performance of thousands of works by student composers across the U.S. The Ensemble’s composer-collaborators—many who were unknown at the time of their first Ensemble collaboration—have fundamentally shaped its creative ethos and have continued to highly visible and influential careers, including MacArthur Fellow Tyshawn Sorey; long-time Ensemble collaborator, founding member, and 2017 Pulitzer Prize-winner Du Yun; and the Ensemble’s founder, 2012 MacArthur Fellow, and first-ever flutist to win Lincoln Center’s Avery Fisher Prize, Claire Chase.

A recipient of the American Music Center’s Trailblazer Award and the Chamber Music America/ASCAP Award for Adventurous Programming, the International Contemporary Ensemble was also named Musical America’s Ensemble of the Year in 2014. The group has served as artists-in-residence at Lincoln Center’s Mostly Mozart Festival (2008-2020), Ojai Music Festival (2015-17), and the Museum of Contemporary Art Chicago (2010-2015). In addition, the Ensemble has presented and performed at festivals in the U.S. such as Big Ears Festival and Opera Omaha’s ONE Festival, as well as abroad, including GEMM-Centre National de
Création Musicale (CNCM) de Marseille, Vértice at Cultura UNAM, Warsaw Autumn, International Summer Courses for New Music in Darmstadt, and Cité de la Musique in Paris. Other performance stages have included the Park Avenue Armory, ice floes at Greenland’s Diskotek Sessions, Brooklyn warehouses, the Metropolitan Museum of Art, and boats on the Amazon River.

The International Contemporary Ensemble advances music technology and digital communications as an empowering tool for artists from all backgrounds. Digitice provides high-quality video documentation for artist-collaborators and provides access to an in-depth archive of composers’ workshops and performances. The Ensemble regularly engages new listeners through free concerts and interactive, educational programming with lead funding from The Andrew W. Mellon Foundation.

Curricular activities include a partnership at The New School’s College of Performing Arts (CoPA), along with a summer intensive program, called Ensemble Evolution, where topics of equity, diversity, and inclusion build new bridges and pathways for the future of creative sound practices. Yamaha Artist Services New York is the exclusive piano provider for the Ensemble. Read more at www.iceorg.org and watch over 350 videos of live performances and documentaries at www.digitice.org.