



ART SHANTY PROJECTS

2023 Production Team Contract Position Descriptions

About Art Shanty Projects

Mission: Art Shanty Projects intentionally creates an impermanent art village on Minnesota lake ice amid changing climate and environment. With a spirit of embracing challenges through creativity, we support an ecosystem that inspires everyone to create and participate in art, thrive in winter, and build community.

Since 2004 Art Shanty Projects has created joyful winter art experiences for people of all ages. Inspired by pop-up ice fishing villages, artists use the frozen lake as a space to build a temporary community, immersing visitors in a colorful village filled with interactive installations and performances. With few regulations and no building codes — and against intense and unpredictable winter weather conditions — artists of all career stages have the freedom and challenge to create wild and wonderful work that can't be experienced anywhere else. Together, with tens of thousands of annual visitors, we celebrate, champion, and embrace the extreme winter sport of art making.

Art Shanty Projects is a non-profit organization dedicated to fostering a creative, supportive, and joyful community both on and off the ice in Minnesota. We accomplish this through art and relationship-building, as well as an ongoing commitment to diversity, equity, inclusion, and accessibility.

Overview of Positions

The production team is a collaborative group of 4 people responsible for coordinating and implementing ASP program logistics. Together with the Operations Director and Artistic Director, they work to create a welcoming, joyful, and well-executed activities and events before, during and after the on-ice program.

ASP-contracted Producers are expected to participate in a culture of work-sharing and transparency, and to effectively communicate and collaborate with peers, making sure all members are accountable to one another. This team will be tasked with dividing and completing work assignments accordingly. One of our organizational values is to strive for a community without hierarchy, instead working to share power and resources. Production team members are responsible for fostering this culture alongside board members and directors. Since Directors work year-round, they have the additional responsibility of holding the big picture, providing a loose framework for producers, and supporting the group to navigate challenges and obstacles.

The Production Team will be the face of the Art Shanty Projects staff on the ice. As such, they must represent the [mission and values of the organization](#). They will build a joyous and sustainable community both on and off the ice.

Production Team collective duties and responsibilities:

- Attendance at weekly meetings leading up to, during and after the festival (prioritizing in-person when possible, over zoom when it's not possible)
- Attendance at board meetings and workgroup committee meetings, as needed
- On-ice logistics coordination related to infrastructure, amenities, etc.
- Safety and emergency planning pertaining to COVID protocols, ice safety, hiring/managing medics, etc.
- Volunteer coordination, training, and management
- Sourcing and coordinating in-kind donations (food & coffee for back of house during the on-ice program)
- Accessibility planning and implementation
- Zero Waste Planning and Implementation
- Food Vendor Selection and Management
- Communications support (documentation, social media, media/press lists, website, newsletters)
- On-ice fundraising implementation
- Membership program events and maintenance
- Artist support, including build visits in advance and management during the event
- Performer support, including production meetings in advance of the program and stage management during the event

No single production team member will be entirely responsible for any of these projects; no single team member will work on all of these projects! We determine the project assignments as a team, depending on who has the skills to lend and/or the desire and aptitude to learn.

Experience

Applicants should have the ability to manage their own work, timelines, deadlines, as well as work collaboratively on tasks and projects. The demanding context of a frozen lake requires all individuals to be prepared with their own winter gear (snowpants, baselayers, coat, boots, gloves, etc) necessary to do their jobs.

Required skills:

- Experience in arts festivals and/or arts programming and production
- Enthusiasm about working with and managing people and projects
- Familiarity and comfort with working outdoors in variable winter weather conditions
- Ability to calmly solve problems in the moment, amidst the public
- Familiarity with or eagerness to learn Google suite, Mailchimp, and Asana

We prioritize transferable skills, whether through life experience, formal and informal education, or other avenues. We promote a co-learning environment where knowledge is shared and we mentor one another in new skills. If you do not have every one of these skills - or want to learn some of them specifically - please still apply!

Scope and Commitment Levels

We have two levels of commitment on the production team:

Producers (3 people): a contract position from September 2022 through March 2023. Each production team member will work up to 300 hours and will be paid at the rate of \$20.50/hour. Approximately 150 of the hours will be spent on the ice during January and February; the remaining 150 hours will be dedicated to advance planning, weekly maintenance tasks during the festival, and post-event wrap-up. Hours are variable and are not consistent from week to week. Individuals can expect lighter schedules in the fall, and more intense hours in January and February. Duties leading up to the festival will be a mix of independent work, virtual meetings, and in person work that is both indoors and outdoors.

Producer Lite (1 person): a contract position from December 2022 - March 2023 with the majority of the work being done on the ice (installation, public event dates, strike). There is a small amount of additional prep work in advance (a few meetings in December and January to get up to speed with the rest of the team). This production team member will work up to 150 hours and will be paid at the rate of \$20.50/hour.

For both positions: the physical production work for the festival is all in-person, mainly outdoors (and occasionally in unheated interior spaces such as a storage unit).

The following dates are required for everyone (both options):

- **All Artist Meeting:** September 15, 6-8pm (tbd in person/virtual)
- **Artist Study Hall:** October 9, 4-6pm (in person, outdoors)
- **Member Launch Party:** November 16, 5-9pm including setup/strike (in person, outdoors)
- **Installation:** January 14-15, 2023, approximately 8am - 5pm (in person, outdoors)
- **On-Ice Program:** January 21, 22, 28, 29 and February 4, 5, 11, 12 (approximately 8:30am - 5:30pm, in person, outdoors)
- **Member Night on Ice:** February 2, approximately 5-9pm including setup/strike (in person, outdoors)
- **Strike:** February 18-19, approximately 8am - 5pm (in person, outdoors)
- **Wrap party:** February 25, 4-8pm including set-up/strike (in person, outdoors)

There will be additional required dates, which are not yet set.

COVID-19 Requirements

With abundant caution and care for our community, all festival staff must show proof of vaccination

(including boosters, as applicable) and be prepared to wear a mask when the team collectively determines it's necessary during the shifting state of the pandemic. Masks will likely be required in indoor, back of house, and warming spaces and recommended in outdoor public crowds. Art Shanty Projects will provide a KN95 or equivalent mask to staff, and will be considered part of their uniform.

To Apply

Please send a letter of interest, resumé or CV, and three references by August 8, 2022 to program@artshantyprojects.org

Applications are to be submitted individually, not as a team.

Art Shanty Projects is deeply committed to social, racial, gender, and economic justice. We strongly encourage people of color, Black and Indigenous folks, LGBTQIA2S+ individuals, and those who are unemployed or underemployed to apply.