2024 Production Team Contract Position Description

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. The 2024 Program will once again take place on Bdé Umâŋ / Lake Harriet in Minneapolis, and will mark our 20th Anniversary season!

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 Position

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 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 program (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, collecting artist accessibility information, hiring ASL interpreters and audio describers
- 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 production meetings and 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 events/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!

Three of our producers are returning from 2023, and we have one opening on the team this year. We are specifically looking for someone who is interested in supporting the Artistic Director – working with performers or shanty artists – and possibly managing volunteers during the program. Ideal candidates will have experience working with artists through a production process, including either stage management or building/carpentry knowledge, and possibly volunteer/people management interest or experience.

Due to the nature of the work, applicants must be able to lift 30 lbs and work on their feet outdoors in variable weather conditions for long stretches of time.

Scope and Commitment Levels

This is a contract position from September 2023 through March 2024. Each production team member will work up to 300 hours and will be paid at the rate of $21/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 program run, 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 program will be a mix of independent work, virtual meetings, and in person work that is both indoors and outdoors.

The physical production work for the event is all in-person, mainly outdoors (and occasionally in unheated interior spaces such as a storage unit). The program takes place on Bdé Umán / Lake Harriet in Minneapolis. Other locations (storage unit, production prep and meeting spaces, etc) are likewise in South Minneapolis / St. Louis Park, and occasionally in Saint Paul.

The following dates are required for everyone:

• **All Artist Meeting:** September 19, 6-8pm (tbd in person/virtual)
• **Artist Study Hall:** tentatively October 8, 4-6pm (in person, outdoors)
• **Member Launch Party:** tentatively November 16, 5-9pm including setup/strike (in person, outdoors)
• **Staff and Board Accessibility Training:** date TBD, 2 hours, likely a weekday evening
• **All Artist Meeting:** January 9, 2024, 6-8pm (tbd in person/virtual)
• **Installation:** January 13-14, 2024, approximately 8am - 5pm (in person, outdoors)
• **Board on-ice training:** January 16, 6-8pm (in person, indoors)
• **On-Ice Program:** weekends, January 20-February 11 (approximately 8:30am - 5:30pm, in person, outdoors)
● **Member Night on Ice**: February 1, approximately 5-9pm including setup/strike (in person, outdoors); Weather date: February 8
● **Strike**: February 17-18, approximately 8am - 5pm (in person, outdoors)
● **Wrap party**: tentatively February 24, 4-8pm including set-up/strike (in person, indoors/outdoors)

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

**COVID-19 Requirements**
With abundant care for our community, all staff must be prepared to wear a mask when the team collectively determines it’s necessary to do so, leading up to and during the program. 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 July 21, 2023 to info@artshantyprojects.org

*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.*