



Associate Producer - Development
Full-time position
Saratoga Springs, NY / Los Angeles, CA

Req. # APD032017

Mills Entertainment is the industry leader in branded live entertainment. We collaborate with top artists and content partners to produce and promote engagements at theaters, arenas, casinos, and colleges throughout the United States and internationally.

The work we do is exciting, challenging, and enjoyable. We are seeking applicants with a passion for live entertainment and a desire to join the industry's leading team.

Job Purpose: To support the Producing team and CEO in reaching company development goals by implementing research, development, planning and maintenance for prospective and existing properties, and serving as the primary point of contact on the producing team for assigned properties.

Responsibilities include, but are not limited to:

- Preparing reports, budgets, and proposals for new and existing tours.
- Collaborating with creative, agency, network and production professionals in the development of new projects.
- Evaluating design and production solutions, balancing feasibility, budget and creative vision.
- Serving as a hub of communication between property personnel and the producing team.
- Drafting strategy for development and execution of tours, including team breakdown, routing, production guidelines and financial standards.
- Shepherding developing projects from conception through tour launch, organizing and managing internal and external teams.
- Negotiating and executing contracts across several organizations, including Union agreements, creative and cast agreements, and licensing agreements.
- Tracking and reporting key performance metrics and industry trends.
- Drafting and managing tour budgets, settlements, and profit/loss statements.
- Preparing key financial and performance reports for producing team, partners and licensors.
- Ongoing support services to active tours and Production team, as needed.

Required Qualifications:

- A bachelors or advanced degree (major in Theater, Performing Arts, or related degree).
- At least 3+ years live theater experience. Directing, Production Management, GM, and/or Stage Management experience helpful.
- Experience with the creative and financial development of theatrical productions.
- Extremely organized and able to manage multiple priorities applying project management work methods, working autonomously in a fast-paced entrepreneurial environment.
- Precision of writing and grammar with excellent attention to detail
- Excellent communication and interpersonal skills, and the ability to develop and maintain long term relationships with our strategic partners.
- Ability to collaborate and lead a team, navigating different communication styles, maintaining composure and a high level of customer service.
- Must be able to travel domestically and internationally as needed, with a high level of frequency, for meetings, property development, and tour engagements.



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Preferred Skills:

- Higher consideration will be given to candidates with directing, production management or general management experience
- Proficiency in Microsoft Office software , specifically Excel
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This position may be based in our Saratoga Springs, NY headquarters, or in our Los Angeles, CA office. Relocation assistance is available.

Mills Entertainment offers a competitive benefits package.

Interested applicants should send a cover letter, resume, and salary requirements to jobs@millsentertainment.com – Referencing Req. # APD032017 in subject line.

Due to the volume of applicants, we are unable to reply to all submissions.

No phone calls or office visits, please.

