

Updated: November 24, 2020
Title: Virtual General Assembly Production Manager
Staff Group: General Assembly and Conference Services
Reports To: General Assembly and Conference Services Director
Location: Offsite

Note: This is a temporary, work-from-home position with an expected term of February 15 through July 15, 2021. This position is not benefits eligible.

Purpose

To act as the ultimate authority and final decision-maker about front-end and logistical management of the virtual General Session Hall, including all performance obligations. To direct and manage the "big picture" at GA, employing clear processes for production of general sessions, worship services, featured speakers and livestreamed programming.

Principal Responsibilities

1. Plans and organizes rehearsal and production schedules; creates and maintains event timelines; and ensures that deadlines are honored.
2. Assesses project and resource requirements; estimates and negotiates costs and timescales within the parameters of the budget provided; defines and executes best online event experience strategies to deliver added value to event attendees.
3. Participates in online safety regulations and crisis response meetings; works collaboratively between the IT staff group, production company, Board, worship leaders, musicians and featured speakers. This includes consulting with each group regularly and independently, as warranted, to understand their goals and needs and to translate those into actionable deliverables.
4. Works closely with the Virtual GA Music Coordinator (VGAMC), ensuring that the VGAMC is aware of processes and support available to ensure the delivery of music services for the event.
5. Performs other duties as requested by General Assembly and Conference Services Director, the Treasurer and Chief Financial Officer, the Executive Vice President, or the President.

Qualifications

Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. Requirements include:

- Must have experience with team and/or talent supervision.
- Proven ability to lead, create and coordinate inspiring and multi-faceted musical and worship-centered online productions.
- Proven ability to work effectively and collaboratively with people of varying experiences, backgrounds and professions, including musicians, choir, ministers and staff.
- Documented experience as professional, paid production director for online productions.
- Strong organizational skills, able to enforce deadlines and supervise/manage paid and volunteer musicians and choir members.
- Excellent documentation, and communication skills, both written and verbal and through a variety of computer-based communication systems. Responsive and proactive communications, including e-mail and availability for online meetings, with attendees in differing time zones.
- Proficiency in Microsoft Office applications (Excel, Outlook, and Word).
- Understanding of issues around anti-racism, anti-oppression, and multiculturalism.
- Work or lived experience with communities of color or indigenous peoples is of particular value.
- Eagerness to work in an organization in which the dismantling of white supremacy is a high priority.

How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The UUA is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and résumé—indicating "Virtual General Assembly Production Manager" in the subject line—via e-mail to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. E-mail submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's waterfront Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, the UUA will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact the Office of Human Resources at (617) 948-4648 or humanresources@uua.org. For more information on the UUA, visit us online at UUA.org and uuworld.org.

Support for the Mission and Values of the Association

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the UUA, all UUA staff members are expected to perform their job duties in accordance with the UUA's values, principles and mission. In particular the following points, drawn from the Seven UU Principles, are of particular importance for the UUA's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, ableism, environmental exploitation, and other interrelated systems of marginalization.