

THE MOTH



POSITION: Milwaukee StorySLAM Regional Producer

LOCATION: Milwaukee (in-person required)

DETAILS: Independent contractor position

ABOUT THE MOTH:

The Moth is an acclaimed not-for-profit organization dedicated to the art and craft of storytelling. The Moth has presented more than thirty thousand stories, told live and without notes, by people from all walks of life to standing-room-only crowds worldwide. To really understand The Moth, we encourage you to listen to a few stories here: [The Moth | Stories](#).

POSITION OVERVIEW:

The Moth StorySLAM is a monthly open-mic storytelling competition, in which audience members are invited to enter their name for the chance to tell a true, personal, 5-minute story on a theme.

The **StorySLAM Regional Producer** manages the pre-event preparation, day-of-show production, and post-event tasks to make these live events happen. This is a **freelance independent contractor** position with a commitment of approximately 6-8 hours per StorySLAM. There will typically be 1 - 2 events each month.

RATES:

\$335/StorySLAM

\$440/GrandSLAM

\$115/Training

KEY RESPONSIBILITIES

- Timely and responsive communication with designated manager at The Moth Headquarters in NYC throughout the pre-event, event and post-event producing process
- Pre-event planning:
 - Book/confirm the crew (including the host, videographer and recording engineer)

THE MOTH



- Print and prepare the physical event materials (reserved signs, release forms, door list, etc.)
- Assist with show promotion on social media (primarily Facebook)
- Recruit volunteers to support the StorySLAM
- Show day production:
 - Manage the event from start to finish
 - Coordinate with the venue for setup, door list, and financial settlement
 - Train/manage volunteers, recruit judging teams
 - Work with the crew and our host to make sure they are on-time and prepared
 - Act as timekeeper and scorekeeper during the event
 - Summarize stories (briefly; 2-3 sentences) for post-event wrap
- Post-event tasks:
 - Submit your event wrap via email
 - Submit a brief summary of each story to our database via Formstack
 - Scan and upload storyteller releases
 - Submit your financial wrap, including settlements and crew invoices
- Along with the above StorySLAM responsibilities, for each of the annual GrandSLAM you will also:
 - Cast storytellers in the show, manage all storyteller correspondence, and gather information for printed program
 - Coordinate refreshments for the greenroom
 - Hire additional crew (photographer and musician)

PREFERRED QUALIFICATIONS AND SKILLS

- Required:
 - Willingness and availability to train with current Regional Producer during a show and review pre and post details and requirements in depth
 - Sensitivity to different perspectives and an ability to communicate effectively with people from various backgrounds
 - Excellent interpersonal and communication skills
 - Ability to work under pressure and in a fast-paced environment

THE MOTH



- Highly organized, and detail and deadline-oriented
- Ability to lift 20 lbs.
- Computer and smartphone literacy (Google Suite, Facebook; Square POS)
- Preferred:
 - Experience with producing live events or volunteering at live shows
 - Familiarity with The Moth's programming and live show format
 - 2+ year resident of Milwaukee
 - Reliable transportation

COMMITMENT TO DIVERSITY

The Moth is dedicated to the goal of building a culturally vibrant team and strongly encourages applications from people of diverse backgrounds. The Moth seeks to hire staff who reflect the diversity of the communities we serve. All positions at The Moth are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. The Moth brings storytelling opportunities to people from a variety of communities. Candidates with a commitment to supporting diversity are strongly encouraged to apply.

HOW TO APPLY:

To apply for this position, please complete [this](#) questionnaire by **WEDNESDAY, FEBRUARY 18th, 6:00PM CST.**