POSITION TITLE: Production Manager, Bill T. Jones/Arnie Zane Dance Company.

REPORTING RELATIONSHIPS:
The Production Manager, Bill T. Jones/Arnie Zane Dance Company, reports to the Director of Producing and Touring
Lighting Supervisor, Stage Manager and Sound Supervisor report to the Production Manager.

POSITION SUMMARY:
The Production Manager, Bill T. Jones/Arnie Zane Dance Company is an integral part of the Company's touring personnel. The PM oversees all technical aspects of the Company's productions, manages the production budget, supervises the production staff and advances all shows with venues.

RESPONSIBILITIES:

Rehearsal

- Work with SM to draw/update ground plans during rehearsal process.
- Help SM set up rehearsal space, if needed (scenery, audio and video).
- Attend rehearsals of new work to gain knowledge and understanding of artistic process and new work creation.
- Act as SM stand-in when and if SM is unavailable for rehearsal

Finance & Administrative

- Develop and control touring and production expense budget with Director of Producing and Touring.
- Review, approve, and track all production expenditures.
- Receive, review, process, and ensure timely payment of invoices from all production vendors.
- Provide expense quotes to Director of Producing and Touring during booking negotiations.
- Coordinate timing and priority of production payables with Director of Finance. Maintain weekly expense projection worksheet.
- Review and approve all production department check requests, petty cash, and credit card reports.
- Generate check requests and track payment for overhire crew and reimbursements for all production staff.
- Hire and schedule overhire crew. Draft and execute overhire crew contracts.
- First point of contact for all production department HR issues. Conduct annual reviews, give employee feedback and maintain morale.
- Recruit, interview, and supervise Production Interns.
- Track production staff vacation and comp time.
- Maintain Company storage facility in collaboration with Stage Manager & Lighting Supervisor.

- Rent and drive cars or trucks needed for Company activities.
- Run production-related errands as required.
- Gather and archive all production plans for past tour dates.

New Work Creation

- Schedule and lead design and creative meetings. Draft and distribute notes.
- Create new work tech schedule.
- Lead post-mortem meetings.
- Negotiate vendor contracts and pricing.
- Engage and contract designers. Coordinate designer schedules.
- Ensure that new works are built to be tour-able and within budget
- Research and bid equipment, scenery, and services for new works
- Oversee assistant and associate designers
- Act as associate projection designer to realize Janet's design
- Act as associate set designer to realize Bill & Bjorn's design
- Create preliminary technical requirements prior to premiere
- Create and maintain technical rider
- Create scenic drawings to send to shop(s) for build
- Create drawings for certain venues to ensure the new work will fit into unusual spaces.

Special Projects

- Generate production plans for licensing works (Technical Overview, Video content and Design, Scenery Plot) Supervise Lighting Supervisor and Stage Manager on all licensing projects.

Touring

- Review and approve tour venues with Director of Producing and Touring.
- Create and maintain technical riders.
- Get technical specifications and plans of all tour venues.
- Determine how the show will be installed in each venue.
- Assist with creation of venue-specific and generic tour paperwork and plans-scenery plot, lineset schedule and audio/video paperwork
- Advance freight, carpentry, and video with local production staff.
- Apply for ATA carnet, oversee all Customs arrangements
- Oversee freight arrangements and coordinate with shipping agents to ensure on-time delivery and pickup of Company freight.
- Arrange any rental equipment required for a tour
- Oversee timely, thorough, and accurate advance work is completed. Develop and track prep deadlines. Advance production plans with each venue.
- Supervise Stage Manager, and Lighting Supervisor with tour preparation: proof schedules, prepare and proof technical plans.
- Review production plans prior to load-in and discuss any issues with Stage Manager and Lighting Supervisor.
- Help load and unload Company equipment at warehouse.

- Supervise load-in of Company equipment into theatres.
- Help install set and décor: soft goods, scenery, etc…
- Act as Company video supervisor
- Supervise load out of all Company equipment.
- Work to ensure overall technical quality and consistency of all Company performances.
- Act as on-site production lead & decision-maker, including: supervise local crew and touring staff, overall liaison with Presenter and venue, resolve any contract-related issues, bear ultimate responsibility for performance quality, ensure Presenter satisfaction, and maintain professional working process and relationship with externals.
- Anticipate and respond to aesthetic issues at every tour stop, have a design opinion about how the production is adapted to each venue
- Facilitate communication between road and local crew and look after the big picture and schedule during load-in. Solve problems that arise
- Prioritize and resolve technical and Company issues.
- Ensure decisions made on tour adhere to budget.
- Ensure safe working practices are followed
- Ensure Company equipment is kept in good condition
- Maintain positive relationships with local crew and presenters

QUALIFICATIONS
Minimum 3-5 years professional experience in contemporary dance or theater. Should have a broad working knowledge of the workings of a touring dance company; specialized knowledge in scenic and lighting design and equipment; the ability to work independently and the willingness to take initiative; strong organizational skills; leadership qualities and problem solving skills; excellent written and verbal communication skills; a desire to travel frequently; a positive attitude and sense of humor; speaking a second language is helpful; dance production and international touring experience is a plus. Proficiency in Vectorworks, Lightwright 5, QLab and MS Office is required.

START DATE: Flexible

TO APPLY:
Candidates are invited to send a cover letter, resume, example paperwork and references (no phone calls please) to careers@newyorklivearts.org. References will not be contacted at this time and all applications will remain strictly confidential. Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: "BTJ/AZ Production Manager Search"