

<b>Position/Title:</b>	<b>Production Manager, SummerStage, Citywide</b>
<b>Date:</b>	<b>Seasonal, May 1 - August 31, 2017</b>
<b>Salary:</b>	<b>Competitive</b>
<b>Application Deadline:</b>	<b>March 3, 2017</b>
<b>Contact:</b>	<b>Please send resume and cover letter to <a href="mailto:Artsjobs@CityParksFoundation.org">Artsjobs@CityParksFoundation.org</a></b>

### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 350 parks, recreation centers, and public schools across the city -- reach 425,000 people each year.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theater and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, street hockey, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

### **POSITION SUMMARY**

The Production Managers (PM) for SummerStage, Citywide report to the General Manager (GM) of SummerStage, Citywide and oversee the citywide stage production staff, including tech crew and a production assistant for a projected total of fifty music, dance, and theatre programs in parks throughout all five boroughs of New York City. These are full time, seasonal, salaried positions.

### **ADMINISTRATIVE AND ADVANCE RESPONSIBILITIES**

- Compile all pertinent talent, management and/or agency contact information from the GM and programming staff for all assigned SummerStage citywide programs.
- In coordination with the programming team, schedule stage run of show timelines for all assigned programs, including set-up, sound checks, performances, and strikes.
- Advance various venues' technical specifications with talent, management, and/or agent and ensure that they fully understand all venue guidelines, including but not limited to: dB limits, sound checks, curfews, set lengths, sound and lighting equipment, and vehicle policies.

- Advance with directors and designers of all dance and theatrical productions the technical specifications for sound and lighting packages.
- Advance with talent to procure technical requirements for all programs including but not limited to backline and hospitality needs. Notify GM if talent, management, and/or agent requests technical or hospitality requirements that exceed pre-approved budget projections or if any serious issues arise.
- Approve and track all rental expenses and ensure that they are up-to-date and accurate in budget.
- Approve and track all talent hospitality expenses and ensure that they are up-to-date in budget.
- Schedule tech crew calls and track actual hours worked by production staff and input, correct, and approve hours in payroll software.
- Ensure that labor costs stay within pre-approved budget. Inform GM if show requirements result in increased labor costs.
- Prepare daily event reports and distribute to GM on a weekly basis.
- Attend weekly production meetings (Wednesdays).

#### **DAY OF PROGRAM RESPONSIBILITIES**

- Supervise technical staff in the assembly and strike of a mobile stage unit and other stage rental builds in parks throughout the five boroughs of NYC; coordinate meal breaks for tech crew; ensure tech crew works in a safe, efficient and professional manner at all times.
- Supervise the setup and strike of various stage and house production elements. Specific tasks vary depending on production requirements and include but are not limited to:
  - Load-in and out of backline, audio, and other technical gear.
  - Installation and strike of stage pipe & drapes and dance flooring.
  - Assembly and strike of house infrastructure including artist hospitality and marketing tents, house seats, porto-sans, sponsor activations, etc.
- Disseminate stage plots and input lists to audio engineers; set and strike stage; direct sound checks; and adhere to run-of-show schedules and curfews.
- Coordinate all equipment deliveries.
- Manage and support Production Assistants to ensure that all necessary materials are on site and that all talent hospitality, guest list, and credential requirements are met.
- Coordinate talent transportation to and from venue.
- Direct placement and set-up of third party elements including food vendors and sponsor activations.

#### **QUALIFICATIONS**

- A minimum of six years experience as a Production Manager or in a similar role for a performing arts center, music venue, and/or major tour. Festival/outdoor production experience is a plus.
- Strong interpersonal and leadership skills.
- Ability to work well under pressure.
- Ability to supervise and delegate work.
- Knowledge of audio equipment and band gear.
- Knowledge of stage lighting equipment. Prior Lighting designer experience a plus.
- Ability to read stage plots and input lists.
- Strong organizational skills.
- Proficiency in Microsoft Word and Excel / Google Docs and Sheets.
- Ability and willingness to work early mornings, late nights, and weekend shifts; to work in inclement weather; and to travel to parks throughout NYC.
- Ability to handle physical work tasks, work within tight spaces, and lift up to 50 lbs.

- Proof of Stageline SL260 operation certification a plus.
- Knowledge of the five boroughs of NYC helpful.
- Valid NYS driver's license and clean driving record helpful.

**CONTACT**

Interested parties should email cover letter, resume, and salary requirements to:  
ArtsJobs@CityParksFoundation.org. Put "Production Manager, Citywide" in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.