

Danspace Project

PRODUCTION MANAGER **JOB DESCRIPTION**

The Production Dept. is responsible for managing and coordinating the technical aspects of all Danspace Project performances and events. The Production Manager is a Full Time (40 hr/wk), Managerial exempt/salaried position under the supervision of Program Director and Associate Curator, Benjamin Akio Kimitch. Areas of responsibility are focused towards pre-production planning, execution of performances and events, technical needs and concerns of artists, managing part-time technical staff, technical equipment maintenance, and logistical and safety concerns of the theater.

Danspace Project is one of three arts tenants at the historic St. Mark's Church in-the-Bowery. Danspace's main venue is the Church's Sanctuary. Danspace hosts up to 32 weeks of residencies and performances each year from mid-September to June as well as ongoing classes, rehearsals and occasional rentals during the summer time. Over the past year, Danspace has also introduced online virtual programming. Dark weeks in the theater include Thanksgiving, Christmas to New Year's and Holy Week. Production Manager hours are variable during production weeks and may include required presence on evenings and Saturdays. Scheduling during other weeks are anticipated as regular office hours Mon-Fri 10am-6pm. Danspace is dark on Sundays year-round. During production weeks, the Production Manager will hire and supervise a Production Coordinator and technical crew.

From January-March 2022, Danspace will host in-person artist residencies and four online/virtual programs. From April-June 2022, Danspace will host its first in-person public performances since the beginning of the Covid-19 pandemic. The Production Manager will be an essential, collaborative role in planning and executing this special moment for the Danspace community.

Production Manager Responsibilities:

PRODUCTIONS AND EVENTS

- Serve as a pre-production, initial point-of-contact for all artists and occasional renters, hospitably informing them of Danspace Project's technical and scheduling capacities, limitations and policies.
- Address artists' technical needs and concerns, including but not limited to recommendations & facilitation of onsite production schedule, equipment rentals, outside technical personnel needs, and general troubleshooting regarding creative tech solutions to our unique space, St. Mark's Church.
- Schedule, coordinate, attend and spearhead pre-production meetings with artists and team for all productions and events.
- Greet and orient artists, renters, production personnel etc. upon arrival to the theater.
- Management, oversight and scheduling of all Production Staff – part-time Production Coordinators, Electricians/Technicians, and other occasional overhires. Work to create a positive, artist-friendly Production Team culture by spearheading Tech Dept. structure; onboard new hires in coordination with approval from the Director of Finance & Operations.
- Main liaison with Danspace Resident Lighting Designers during production weeks. Overseeing schedules and equipment for any offsite productions.

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FACILITIES AND ADMINISTRATION

- Attend administrative staff meetings or other meetings as necessary; communicate Pre-Production information to Production Coordinator and other necessary staff members.
- Main liaison to Church Sexton for building maintenance, schedule conflicts or other concerns that impact the artists in the space.
- Schedule, track and report theater usage (all rehearsals, production residencies, production/performance weeks, classes, outside rentals and events). Post theater schedule and staffing in Google Calendar and in the office.
- Maintain dressing room as clean and hospitable place for artists.
- Prevent, manage and respond to logistical and safety concerns in the theater, ensuring safety compliance for all productions and events. Maintain clean and tidy theater, balcony and basement storage areas.
- Manage and perform maintenance duties for all production equipment and supplies. Includes tracking of tech budget, inventory needs, and facilitating tech repairs, upgrades, and rentals.

REOPENING AND DIGITAL PROGRAMS

- Participation in Danspace's Re-Opening Task Force, with a focus on areas that intersect with artists and production.
- Enforcing Danspace's Reopening Protocols while addressing artists' technical needs, concerns and solutions.
- For Danspace programs taking place on digital platforms, both live and pre-recorded: planning and execution of digital production schedules, artist media intake, live streams, webinars, remote recordings, and general troubleshooting regarding creative solutions within Danspace's remote capabilities. Over the past year, the Production Manager has served as a stage manager for digital programs.
- Ongoing research and recommendations for production development and work culture, present and future.