

Job Description - 2014

TITLE: Production Manager: SummerStage Citywide
DATE: Seasonal: May 1 – September 3, 2014 (18 weeks)
SALARY: \$22,500

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. The organization works in over 750 parks citywide, presenting a broad range of free arts, sports, education, and community-building programs. CPF reaches more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

SummerStage, New York City's premier free performing arts festival was founded in 1986. The festival brings performances of superior artistic caliber to large and diverse audiences, providing an important forum for emerging and established artists, and exposing audiences to a range of artistic and cultural expression.

Job Description

The Production Manager for SummerStage Citywide reports to the Director of Production to oversee Citywide stage production events and staff, including a Stage Manager, Production Assistants, and technical assistants. The position is responsible for all aspects of stage production management.

General Responsibilities

- Compile all pertinent talent, management and/or agency contact information from the Director and programming staff for all SummerStage citywide programs.
- Prior to the start of the production season, and in coordination with the programming team, schedule stage run of show timelines for all programs, including setup, sound checks, performances, and strikes.
- Advance talent, management, and/or agent of the various venues' technical specifications 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.
- Attend weekly production meetings (Wednesdays).

Day-of Responsibilities

- Oversee all aspects of Citywide production; including day of schedules, sound checks, vehicle movement, guest lists, partner programs, onsite activation for sponsors, as well as all audio and video recording and archiving
- Confirm Stageline SL260 transport when required
- Oversee venue set up and break down – barricades, pipe and drape, tents, tables, signage, and all miscellaneous venue items
- Confirm sound, lighting, backlines, generators, sandbags, marley, chairs
- Confirm crew calls, manage stage and production crews (including house manager, interns etc.)
- Coordinate overall vehicles scheduling (CPF and artists), vehicles movement, coordinate crew transport to venue
- Oversee and track production and labor costs
- Schedule security, manage onsite
- On Partnership days, coordinate with partners reps
- Account for payroll hours and distributing payroll checks
- Approve and track all rental expenses and talent hospitality expenses and generate a weekly expense report.
- Distribute checks to artists/managers
- Lead the security briefing meeting at each event

- Coordinate with Event Manager on situations where weather etc. may impact performance schedule (postpone, cancellation, clear stage etc.)
- Arrange artist's local transportation when needed
- Send weekly updated Citywide day sheets to all staff, including stage, house, security and concessionaire crews
- Coordinate talent transportation to and from venue.

Qualifications

- A minimum of five years experience as a Production Manager or Director 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 supervise and delegate work.
- Working knowledge of audio equipment, lighting equipment and band gear.
- The assembly and strike of a Stageline 260 mobile stage unit (training is provided)
- Ability to read stage plots and input lists.
- General carpentry skills helpful.
- Ability to work well under pressure.
- Ability to handle physical work tasks, work within tight spaces, and lift up to 50 lbs. routinely.
- Willingness to work early mornings, late nights and weekend shifts; to work in inclement weather; and to travel to parks throughout NYC.
- Knowledge of the five boroughs of NYC helpful
- Valid driver's license and clean driving record helpful

Qualified candidates should submit via email a resume and cover letter in PDF format to:

Arts@cityparksfoundation.org

Please type "Production Manager: Citywide application from (Your Name)" in the subject line.