

Position/Title:	SummerStage General Manager, Citywide
Dates:	Full-time, year round
Salary:	Commensurate with experience
Application Deadline:	January 21, 2019
Contact:	Send resume and cover letter to ArtsJobs@CityParksFoundation.org

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 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- 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, 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 SummerStage Citywide festival takes place in 15-18 different neighborhood parks (excluding Central Park) throughout New York City's five boroughs, presenting approximately 50 music, dance, and spoken word performances between June and August. The festival includes 9 parks that feature 4-day runs, as well as approximately 6-12 stand-alone performances in additional locations. The General Manager is responsible for the overall management of each performance, including production as well as artist and audience experience.

IN-SEASON

- Lead and manage all on-site staff and contractors
- In consultation with Director and programming staff, schedule stage run of show timelines for all programs, including setup, sound checks, performances, and strikes
- Oversee all aspects of production; including day of schedules, sound checks, vehicle movement, and onsite activation for sponsors

- Create and track all payroll submissions on a bi-weekly basis; approve personnel time sheets
- Supervise Production Manager to:
 - Schedule crew calls for tech crew and security
 - Order backline and technical equipment rentals and set delivery/pickup times
 - Timely execution of run-of-show details including sound checks, set times and curfews
 - Ensure adherence to NYC Parks sound level policies
 - Coordinate internal and external (NYC Parks) vehicle movements and parking at the venue
 - Approve artist guest lists for each program (in coordination with programming staff), if needed
 - Handle special artist hospitality needs (in coordination with programming staff), if needed
- Notify Director if talent, management and/or agent requests technical requirements that exceed pre-approved budget projections or if any serious issues arise
- Enforce workplace policies and implement disciplinary procedures if required
- Maintain inventory of all production materials including but not limited to pipe and drape, chairs, marketing materials and hospitality supplies
- In coordination with Operations Manager and Front of House Coordinator, identify, schedule, and manage concessionaires
- Create and manage VIP and/or artist seating areas within each venue as needed
- Manage relationship with Marketing and Development departments to ensure that their needs are being met on site
- Create daily show reports and distribute to Executive Director and Senior Staff on a weekly basis
- Ensure crowd control and safety
- Reconcile and submit petty cash reports
- Liaise with NYPD and NYC Parks to ensure their support and smooth operation of all events
- Develop weekly security plans and schedules and manage relationship with third party security vendor to ensure safe operations and exceptional customer service

OFF-SEASON/YEAR-ROUND

- Hire, schedule and supervise all Citywide production and venue staff, including, but not limited to, Production Manager, Front of House Coordinator, Production Assistants, security supervisors and all contractual security personnel
- Administer annual operating budgets for Citywide productions including monitoring expenses from all vendors, equipment purchase and repair, supplies, and all other production expenses. Track expenses and prepare weekly reports.
- Negotiate service contracts with all vendors and service providers including audio, lighting, and security.
- Maintain relationships with city agencies, including NYC Parks, Citywide Event Coordination and Management (CECM), and NYPD, including pre-season announcements and post-season wrap-ups
- Evaluate feasibility of any new initiatives proposed by Marketing, Development, Programming, or Executive teams
- Update each park's tech pack off-season and ensure that various park venues' technical specifications (dB limits, sound checks, curfews, set lengths, sound and lighting equipment, and vehicle policies) are communicated to artists and/or their representatives at time of booking.
- Identify feasibility for new park/venue locations and develop operational plans as necessary.

QUALIFICATIONS

- A minimum of six years experience in event production for a performing arts center, music venue, and/or major tour. Festival/outdoor production experience is a plus.
- Budget management experience required. Experience working with government agencies preferred.
- Strong interpersonal and leadership skills, and the ability to work under pressure.
- Strong organizational skills, and the ability to supervise and delegate work.
- Knowledge of stage lighting, audio equipment and band gear
- Proficiency in Microsoft Word and Excel / Google Docs and Sheets.
- Knowledge of five boroughs of NYC is preferred.
- Valid driver's license and clean driving record.
- Stageline SL260 operation certificate a plus.
- Ability and willingness to work early mornings, late nights, and weekend shifts.
- Ability and willingness to work outdoors in all types of weather, and to travel to parks throughout NYC.
- Ability to lift up to 50 lbs, work within tight spaces, move quickly, and stand for long periods of time.

CONTACT

Interested parties should email cover letter and resume to: ArtsJobs@CityParksFoundation.org. Put "General Manager, Citywide" in subject header. Please include salary requirements, and let us know how you heard about this position. Applications without cover letters will not be considered.

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