

Position/Title: SummerStage, Citywide Production Manager
Dates: May 1 - September 15, 2020
Job type: Seasonal, Salary
Salary: Commensurate with experience
Application Deadline: February 15, 2020
Contact: Submit application at <https://cityparksfoundation.org/arts-employment>

ABOUT CITY PARKS FOUNDATION

At City Parks Foundation (CPF), we are dedicated to invigorating and transforming New York City parks into dynamic, vibrant centers of urban life through sports, arts, community building, and education programs for all New Yorkers. Our programs -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year.

- CityParks Shows brings hundreds of live music, dance and theater performances to communities throughout New York City's five boroughs. The SummerStage festival presents over 100 free performances and benefit concerts each year in 16 parks throughout the city, ranging from American pop, Latin and world music to dance, spoken word and theater. The Swedish Cottage Marionette Theatre, home to one of the last public marionette companies in the US, presents modern takes on classic fairy tales, and the traveling PuppetMobile presents family-friendly puppet shows and workshops outdoors around the city, free of charge.
- Partnership for Parks is a unique public-private partnership between CPF and NYC Parks that supports and champions neighborhood volunteers by giving them the tools they need to advocate and care for their neighborhood parks and green spaces.
- CityParks Learn environmental education programs help students experience the fun of science, while learning about their relationship to the natural world and the ways in which they can protect our natural environment. We provide environmental science programs for elementary, middle and high school students throughout New York City, serving nearly 3,000 kids through school-day, afterschool and summer programming, as well as credit-bearing training and paid internships for teenagers.
- CityParks Play activates New York's neighborhood parks with free sports programs for kids, including tennis, soccer, golf, track & field, and multi sport instruction, as well as fitness classes for seniors. We help New Yorkers stay active and healthy, discover new sports, and make new friends.

Our ethos is simple: *we believe thriving parks mean thriving communities.*

POSITION SUMMARY

The SummerStage Citywide festival is an 11 week free performing arts festival taking place in 16 different parks throughout New York City's five boroughs. The Production Manager is responsible for the technical advance and production team supervision, for a projected total of 40 music and dance programs in parks throughout the five boroughs of New York City. This is a full-time, seasonal, salaried position, reporting to the General Manager (GM) of SummerStage, Citywide.

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
- Advance all technical details, timelines, and labor needs with Audio and Lighting vendor
- 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
- 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.
- Direct and support security supervisor and staff in ensuring the safety of the venue
- 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.
- 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.
- 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

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Interested parties should submit an application at: <https://cityparksfoundation.org/arts-employment>
Only potential candidates will be contacted. No calls, please.