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**Position/Title:** Production Manager, SummerStage, Central Park  
**Job Dates:** April - October 2022  
**Job Type:** Full-Time Seasonal Employee  
**Salary:** Commensurate with experience  
**Contact:** Submit application at [ArtsJobs@CityParksFoundation.org](mailto: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. At CPF, we are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through arts, environmental education, sports, and community building programs for all New Yorkers. Our ethos is simple: we believe thriving parks mean thriving communities.

- We produce *SummerStage*, the largest free, outdoor performing arts festival in NYC, presenting world-class artists from across the globe and our own neighborhoods on our mainstage in Central Park and in local parks in all five boroughs, and our Swedish Cottage Marionette Theatre and roving PuppetMobile present marionette puppet theater throughout New York City.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of community leaders who care and advocate for the transformation of our neighborhood parks.
- We connect youngsters to nature in the urban environment through progressive, experiential teaching. Using parks as classrooms, we provide learning experiences and hands-on activities in urban forests, coastal areas, and gardens.
- 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 Production Manager for SummerStage in Central Park reports to the General Manager (GM), Central Park and directly oversees the stage production staff, including a Stage Manager, Local One IATSE Stagehands, two Local One IATSE Audio Engineers, and a Production Assistant. The position is responsible for all aspects of stage production management, advances, activities, and artist relations. The venue produces approximately 50 SummerStage performances (music and dance) annually (both free and ticketed performances), along with roughly 15-30 private rentals and events that may include, but are not limited to broadcast TV presentations, graduations, galas, and corporate events.

The ideal candidate will be motivated, energetic, responsible, flexible and enjoy working outdoors. Must be able to work independently and troubleshoot with confidence. Must have excellent communication skills.

## **RESPONSIBILITIES**

Production Manager responsibilities include, but are not limited to:

### **Administrative and Advance Responsibilities**

- Manage all aspects of event production for our Mainstage/Central Park events.
- Gather all pertinent talent, management and/or agency contact information from the Executive Artistic Director (EAD), programming staff, Event and Rental Managers, for all SummerStage programs, including free and ticketed Concerts and other events.
- Prior to the start of the production season, and in coordination with GM, EAD, and programming staff, schedule stage run-of-show timelines for all programs within the season, including setup, sound checks, performances, and strikes.
- Advance all talent, management, agent, and/or clients with the venue's technical specifications and ensure that they fully understand all venue guidelines, including but not limited to: dB levels, sound checks, curfews, set lengths, in-house equipment, and vehicle policies.
- Procure talent technical requirements for all programs including, but not limited to: backline and hospitality needs. Notify GM if talent, management, agent, and/or client technical requirements exceed the budget projection for a given day. Notify GM and EAD if talent, management, agent, and/or client express serious concerns about their desired requirements or with the capabilities of the venue.
- Rent equipment required for all programs and schedule all delivery and pick-up times with vendors.
- Work closely with Local One Crew Chief to plan and manage all production-related activities.
- Approve and track all rental expenses and generate a weekly expense report for GM.
- Attend and actively engage in weekly arts staff meetings.
- Attend occasional meetings with talent, management, agent, and/or clients to advance program details in person.
- Attend NYC Parks (DPR) and Central Park Conservancy (CPC) weekly events meetings
- Coordinate with DPR and CPC on internal and external vehicle movements and parking at the venue.
- In tandem with GM and Director of Operations, schedule stagehand crew calls and track actual payroll hours worked by production staff.
- Track and correct Stagehand hours worked into the payroll system on a daily basis and submit on a bi-weekly basis.
- Notify GM of any stage/production maintenance needs.
- Other duties as prescribed by the GM.

### **Day of Program Responsibilities**

- Ensure stagehands work in a safe, efficient, and professional manner.
- Manage and support Stage Manager to: disseminate stage plots and input lists to audio engineers and stagehands; coordinate meal breaks for production crew; set and strike stage; direct sound checks; and adhere to run-of-show schedules and curfews.
- Must have working knowledge of general carpentry experience such as laying marley dance floor, installing pipe and drape, and assembling tents.
- Manage and support Vehicle Escort to coordinate all equipment deliveries.

- Manage and support Production Assistants to coordinate day of show schedules, talent guest list and credential needs.
- Create pass masters for each program.
- Approve artist guest lists for each program (in coordination with programming staff).
- Opens the venue with the GM, Venue Manager and Security supervisor.

### **QUALIFICATIONS**

- A minimum of six years experience as a production manager or stage manager for a music venue, major tour or performing arts center. Festival production experience is a plus.
- Experience with multiple artistic disciplines including music, dance and theater desired but not required.
- Strong interpersonal and leadership skills.
- Ability to work well under pressure.
- Ability to supervise and delegate work.
- Experience with union labor crews.
- Knowledge of audio equipment and band gear.
- Ability to read stage plots and input lists.
- Willingness to work outdoors, early mornings, late nights, long days, and weekend shifts, and to work in inclement weather.
- Ability to lift up to 50 pounds.
- Proficiency with Google email platform and Microsoft Office.
- Valid NYS drivers license and clean driving record helpful.

### **CONTACT**

Interested parties should email resume and cover letter to: [ArtsJobs@CityParksFoundation.org](mailto:ArtsJobs@CityParksFoundation.org). Put "Production Manager-SummerStage, Central Park" in the subject header. 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.