

Wednesday, December 3, 2014

## Production Director/Administrator - Dance Program

Company: LIU Brooklyn

Location: Brooklyn, NY

Compensation: Salary is commensurate with experience.

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LIU Brooklyn

Located in downtown Brooklyn, N.Y., LIU Brooklyn offers nearly 160 associate, undergraduate, graduate, doctoral, and certificate programs in one of New York City's most diverse and thriving urban communities. In addition to world-class faculty, a vibrant campus life and residence halls for more than 1,100 students, the campus is home to the \$45-million Steinberg Wellness Center, which features an NCAA-regulation swimming pool, a 2,500-seat arena, state-of-the-art workout facilities and a rooftop track for students, faculty, staff, alumni, and the local community. Graduates who earn their degrees from LIU Brooklyn have achieved great distinction in the fields of art and media, natural sciences, business, social policy, education, health care, and pharmacy science.

The production manager/administrator deals with the day-to-day activities of the dance department including but not limited to: print material design, production coordination for tri-annual dance concerts at the Kumble Theater, as well as monthly informal student dance showings, point person and assistant in the recruitment process, facilitate studio schedules, work with the students, faculty and administration of the University in order to provide a smooth running, efficient as well as effective training ground for future dance professionals.

### Principal Responsibilities:

**Print Materials:** Development, coordination and design of programs (playbills) for all dance program events, including performances, design concert posters. Develop computer-generated information and graphics for recruitment and audience development.

**Production/Concert Responsibilities:** Coordinate technical and general rehearsal schedules; liaison to Kumble Theater management, guest choreographers, lighting designers and professional stage crew; generate information for press releases; handle contracts; stage manager, front of house; complimentary tickets and video documentation as necessary.

**Recruitment:** Department liaison for division recruitment coordinator and Admissions Office; provide dance-oriented tours and information sessions with potential dance majors, organize all on-campus auditions and help with registration and selection process.

**Facilities Manager:** Oversee three full-time dance studios scheduling, liaison with buildings and grounds for maintenance of facility (special cleaning and taping for marley dance floor and electronic equipment (television, DVD player, sound system), arrange bi-annual piano tuning.

**Manage:** Oversee and delegate work assignments to an undergraduate assistant.

**Student Interaction:** Register students for undergraduate classes and mentor.

**Qualifications:** Bachelor's degree in the Arts and/or Business Administration preferred. Applicants should have a background in dance performance production; knowledge of both historic and current modern dance; computer expertise in Adobe Photoshop, InDesign, Word, Excel, Power Point, iMovie and/or Final Cut Pro; strong writing skills; experience in graphic design; outstanding organizational skills; communicate effectively with students, faculty and public; public speaking experience and past teaching experience in modern/ballet studio settings.

**Special Information:** The Production Director/Administrator may be required to work weekends and evening hours. Resumes received by January 15, 2015 will be given special consideration.

Please send cover letter, resume and three references to: [hr@liu.edu](mailto:hr@liu.edu)

LIU is an equal opportunity employer. LIU is committed to extending equal opportunity in employment to all qualified candidates who can contribute to the diversity and excellence of our academic community. LIU encourages applications from all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, disability, marital or veteran status, or Vietnam-era veteran status, or any other basis protected by applicable local, state or federal laws. Hiring is contingent on eligibility to work in the United States.

LIU Brooklyn  
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For more information:  
Human Resources  
[hr@liu.edu](mailto:hr@liu.edu)

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