

Friday, March 31, 2017

Production Coordinator

Company: New York Live Arts
Location: New York, NY

► [Share](#) | [Print](#) | [Download](#)

POSITION TITLE: Production Coordinator, New York Live Arts

DEPARTMENT: Production

REPORTS TO: Director of Production

CLASSIFICATION: Regular, Full-time, Exempt

POSITION SUMMARY:

The Production Coordinator will help steer the organization towards the achievement of its goals as well as participate in developing and furthering the overall mission of the organization.

The Production Coordinator is responsible for stewarding all productions towards the realization of their artistic vision within the physical and financial parameters established by New York Live Arts (hereinafter Live Arts). This position works in coordination with full-time production staff members (Producing Director, Director of Production, Technical Director, Lighting Supervisor, Production Stage Manager, Company Manager and Senior Producer), three full-time seasonal Apprentices, and a pool of freelance labor.

RESPONSIBILITIES:

Presenting Season, Rentals and Special Projects:

- Maintain the high standards that Live Arts is known for throughout the community.
- Coordinate all production aspects of all Live Arts presenting season, rentals activities, and special projects.
- Supervise and coordinate handoff of all production aspects to freelance Associate Production Coordinators as needed.
- Communicate any schedule changes to Production Staff, show crew, and the organization.
- Maintain active, consistent communication between all levels of production staff.
- Create and maintain a working environment in the theater that is efficient, productive, creative, and fun for all staff, artists, designers, and technicians.
- Keep an updated communication with the artistic and technical team. This includes, but not limited to, providing them with the necessary information, creating deadlines and confirming that deadlines are met.
- Act as liaison between Artists, Programming, and Front of House staff.
- Enforce safe work practices ensuring a safe working environment for all.
- Ensure tech specs, drawings and other publicly distributed technical information is up to date.
- Assist Director of Production to maintain and update vendors list.
- Assist Director of Production to maintain a wide range of contacts within the community including designers, technicians, rental houses, suppliers and neighborhood businesses.
- Attend weekly meetings with DP, TD, and LS. Take notes at meeting and follow up on assignments as given.
- Supervise all technical staff including Apprentices and over hire.
- Check in with crew and troubleshoot as needed during load-in, run, and load-out of all productions.
- Ensure labor policies are observed.
- Process Crew Paperwork: new-hire materials, updates in overhire information, maintaining and updating technician contact info, etc.
- Managing and establishing good relationships with crew heads (Overhire Production Coordinators and Master Electricians).

Maintenance and training

- Ensure that the theater is well organized and maintained.
- Provide training to employees as needed. This includes apprentices and overhire.
- Participate in the training of Apprentices as a professional mentor.
- Mentor apprentices creating learning opportunities beyond the day-to-day activity in the theatre.
- Explore and manage short term physical improvement projects in the theater, in coordination with the Technical Director and Lighting Supervisor.
- Manage the maintenance of the theater and production equipment.

- Advise and follow up on theatrical equipment systems maintenance, upgrades and capital improvements, in collaboration with Director of Production, Technical Director, and Lighting Supervisor.

Finance & Administrative

- Generate notes at production meetings with potential and actual renters.
- Generate notes at meetings with other departments at Live Arts.
- Generate notes at meetings with artists, renters and vendors. Follow up afterwards with minutes report. Ensure that deadlines are met.
- Provide the finance team, in coordination with Director of Production with: Invoices tracking and archival, Check Requests, Overhire Employees New Hire and updated Paperwork.
- Help Senior Producer in the creation of contracts by putting together estimates and redlining riders for Rentals.
- Providing Programming, Finance, Artists and Clients with accurate Estimates and Bill Outs for Rentals.

QUALIFICATIONS:

- Broad working knowledge of all aspects of technical design and production.
- Three plus years of experience premiering and/or touring work for a wide range of dance/theater productions.
- Serves as a valuable resource for a wide range of artistic, design, and technical needs.
- Skilled in time management skills, communication, negotiation, and creative problem solving.
- Strong leadership skills and empathy.
- Proven supervisory, interpersonal and collaboration skills. Positive attitude, team player with a good sense of humor.
- Self-motivated, organized and detail oriented.
- Ability to make thoughtful and timely decisions responding shifting priorities and challenges as they arise.
- Ability to meet deadlines and work in a fast paced environment.
- Proficiency in Microsoft Office.
- Basic understanding of Vectorworks, Lightwright, and QLab.
- BA/BS/BFA in technical theater, design, or commensurate experience.

New York Live Arts
219 W 19 St
New York, NY, 10011
2126916500
<http://newyorklivearts.org/>

For more information:
Hillery Makatura
careers@newyorklivearts.org

[< back](#)

[previous listing](#) • [next listing](#)