

Monday, December 18, 2017

Production Coordinator - Full Time Position

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

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POSITION SUMMARY:

The Production Coordinator serves as the production liaison to all visiting companies. The Production Coordinator functions as the crew chief, interfaces with front of house, and acts as an overall guide to visiting artists during their residency at LIVE ARTS. The Technical Director and/or Lighting Supervisor are in the theatre for load-ins and technical and dress rehearsals. Beginning with the first performance through the load out, the show is supervised by the Production Coordinator.

RESPONSIBILITIES:

Presenting Season, Rentals and Special Projects:

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.

Create and maintain a working environment in the theater that is efficient, productive, creative, and fun for all staff, artists, designers, and technicians.

Supervise all technical staff including Apprentices and over hire.

Check in with crew and troubleshoot as needed during dress rehearsal, 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.

Maintenance and training

Ensure that the theater is well organized and maintained.

Provide training to employees as needed. This includes apprentices and overhire.

Apprentices:

Participate in the training of Apprentices as a professional mentor.

Mentor apprentices creating learning opportunities beyond the day-to-day activity in the theatre.

Manage the maintenance of the theater and production equipment.

Finance & Administrative

Provide the finance team, in coordination with Director of Production with:

Invoices tracking and archival.

Check Requests

Overhire Employees New Hire and updated Paperwork

Overhire and Apprentice Payroll

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 and Excel.

Basic understanding of Vectorworks, Lightwright, and QLab.

BA/BS/BFA in technical theater, design, or commensurate experience.

TO APPLY:

Candidates are invited to send a cover letter, resume, example paperwork and references (no phone calls please) to careers@newyorklivearts.org. Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: "Production Coordinator Search"

New York Live Arts
219 W 19th St
New York, NY, 10011
www.newyorklivearts.org

For more information:
Hillary Makatura
careers@newyorklivearts.org

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