

Friday, July 13, 2018

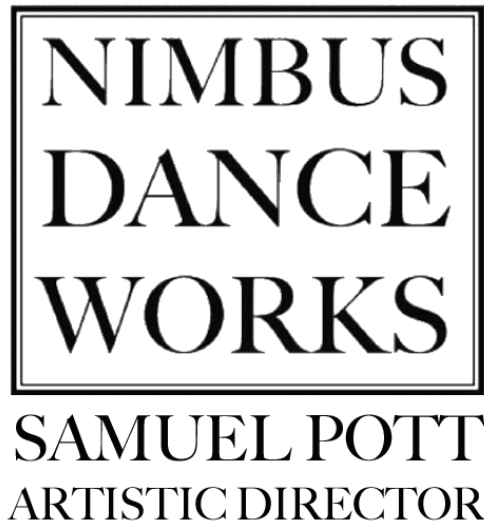
Production/Facilities Manager

Company: Nimbus Dance Works

Location: Jersey City, NJ

Compensation: Based on Experience with potential for advancement

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Production/Facility Manager:

The Production/Facility Manager (PFM) works with the Artistic Director, Director of Operations and artistic staff to ensure professional caliber production values for all Nimbus performance and events. The PFM serves as manager of Nimbus' facility in areas related to rentals, production, and maintenance/upkeep.

Production Tasks

Nimbus Company Performances/Touring

Travel reservations: van rental, lodging, food

Stage Manage Shows

Advance Communication with venues re: tech/logistics

Create prop, production inventory lists for each production

Coordinate set/prop repairs and construction

Create and distribute tech/production schedules with artistic staff

Serve as timekeeper in theater

Attend company rehearsals as necessary for stage managing & other production needs

Maintain archives of lighting designs and cue-sheets for company repertory

Assemble music files and playlists for all Nimbus performances and productions (including School Recital)

Schedule & manage production crew (Lighting, Sound, Stage hands)

Advance planning for all facility rentals for Nimbus Performances/Events

Collaborate on event planning for annual Gala & JC Nutcracker

Facility Management/Rentals

Work with AD in planning of New Theater

set-up /break-down/storage/maintenance of lighting/audio/production equipment;

Inventory and restock marley tape, resin

In-house/Educational/Community Productions

Set-up break-down seating/risers

Interface with renters for tech needs, room set-up, scheduling

Set-up production & stage manage OFFLINE, On the Rise, Spring Recital & other NimbusPresents events.

Be on call to open/close/oversee rental groups at Nimbus facility

Managing rental bookings via the Google Calendar

Create rentals contract - including cancellation fees; proper foot attire; etc.

General maintenance/upkeep of Nimbus facilities (interior/exterior)

Serve as ADA compliance liaison

Coordinate recycling and conservation efforts

Coordinate custodial staff

Bathroom/cleaning supplies orders/restocking

Job Qualifications:

Valid driver's license/able to drive a truck

Weekend Availability

Able to lift and carry 50+ lbs a substantial distance

Able to crouch, lift arms above head and stand for durations of time

Effective communicator, in person, over email, phone

Organized

Good Time Management

Able to Multi-Task

Able to see big picture and details

Experience with Theater Tech.

Familiar with Dance/Dance terminology

Compensation: based on experience with potential for advancement

Schedule: Part-time, including some weekends, some travel

To Apply:

Please send resume, cover letter, and 3 references to Justin@nimbusdanceworks.org & Samuel@nimbusdanceworks.org, Selected applicants will be invited to interview at Nimbus' Jersey City location

Nimbus Dance Works
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For more information:
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