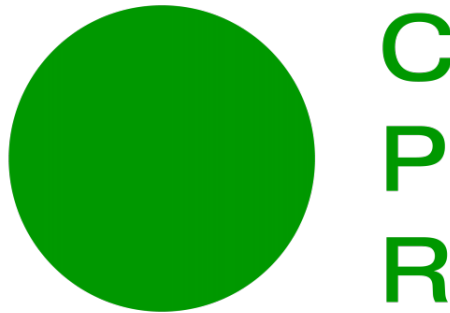


Monday, February 8, 2021

CPR – Center for Performance Research seeks Production and Facilities Manager

Company: CPR – Center for Performance Research
Location: Brooklyn, NY
Compensation: \$25 per hour

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Status: Part time, permanent
Schedule: Approximately 15-20 hours per week
Salary: \$25 per hour, non-exempt
Reports to: Executive Director

Application deadline: February 17, 2021

About CPR – Center for Performance Research

CPR – Center for Performance Research is dedicated to supporting artists in the development of new work in contemporary dance and performance. CPR focuses its activities in three key areas: creative and professional development support; providing affordable space for artists; and public programming. Curated and open-call programs focus on providing artists with rehearsal, residency, and performance support, which generates time and space for research and dialogue, and creates opportunities to share work in a variety of contexts. CPR's subsidized space rental program helps to ensure that artists can access CPR's flexible studios and performance space at affordable rates to create and share their work. By presenting work to the public through performances, work-in-progress showings, salon-style discussions, exhibitions, and festivals, CPR exposes local audiences and its community to contemporary artistic practice and process.

To learn more about CPR – Center for Performance Research, please visit our website at www.cprnyc.org.

Position Summary

The Production and Facilities Manager works closely with the Executive Director, Programs Manager, Studio Associate, and CPR's community of artists and renters to plan and implement technical production for all CPR programs, events, and rentals, and is responsible for managing building operations and safety related to CPR's facility.

Supervision

The Production and Facilities Manager reports to CPR's Executive Director, and supervises contracted technical production staff. The position is also the main point-of-contact with vendors and contractors related to technical production and CPR's facility.

Responsibilities

Production

- Plans and executes technical production for CPR programs (including both in-person and virtual production), working in close collaboration with Executive Director and Programs Manager, and in direct communication with artists.
- Attends production meetings and conducts site visits, as necessary, with artists, organizers, and event participants.
- Gathers and advances detailed production information for rentals for performances, workshops, classes, media production, etc. in order to create detailed production schedules, prep the space with a/v and technical equipment, and coordinate technical production for the event.
- Provides on-site technical support for all programs, rentals, and events; sub-contracts on-site technical production labor, as needed.
- Schedules and oversees contracted technical production labor.
- Manages and maintains CPR's inventory of a/v and production equipment, and communicates any need for repair, upgrade, or replacement with Executive Director.

- Advises CPR's Technical Residency, supports selection of resident(s) by evaluating feasibility of proposals, and works closely with resident artists to help them accomplish their work.

Facilities

- Working closely with the Executive Director, creates and implements systems, guidelines, and protocols for the safe and effective use of CPR's space.
- Conducts research on guidelines related to venue and facility management and safety.
- Maintains cleaning and office supplies and equipment, and places orders as needed.
- Schedules facility cleaning, maintenance, and repairs, as needed, and acts as the main point-of-contact for contractors and vendors.
- Regularly visits CPR to check on the space, water plants, and perform small maintenance tasks as needed.

General

- Attends weekly CPR Staff Meetings, and other regular committee and task force meetings as assigned.
- Sustains good working relationships with vendors and contractors.
- Administrative and development support related to production and facilities as assigned.

Qualifications

- Bachelors' degree with a minimum of 3 years' experience in technical production and/or facilities management for the performing arts, or equivalent experience.
- Excellent knowledge of technical production for live performance, including audio production, lighting, and projection; superior skills and knowledge in one or more of these areas is desired.
- Knowledge of and experience in virtual event production.
- Experience and familiarity with live performance practices, across multiple disciplines, with a focus on contemporary dance and performance.
- Experience and familiarity with facility management or building operations, with relevant experience at a cultural venue a plus.
- Demonstrated strength in managing time, completing tasks, and being proactive and accountable in a dynamic, collaborative setting.
- Excellent organizational skills and attention to detail is a must.
- Strong interpersonal skills with excellent written and communication skills.
- Proficiency in Microsoft Word, Excel, Gmail, Google Docs, and other standard office procedures and programs.

CPR – Center for Performance Research is dedicated to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage applicants of diverse backgrounds to apply.

To apply, please send a cover letter and your resume to jobs@cprnyc.org by February 17, 2021, and include your name and "Production and Facilities Manager" in the subject line.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the position. Thank you for your interest in working at CPR!

CPR – Center for Performance Research
361 Manhattan Avenue, Unit 1
Brooklyn, NY, 11211
www.cprnyc.org

For more information:
CPR Hiring
jobs@cprnyc.org

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