

Monday, June 28, 2021

Conservatory of Dance Production Supervisor - Purchase College, SUNY

Company: Purchase College, SUNY
Location: Purchase, NY
Compensation: 55K + location pay

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The Conservatory of Dance at Purchase College, SUNY is seeking a full-time Production Manager.

The Production Manager focuses on supporting all performances in the Dance Building, as well as curricular-driven performances of the Conservatory of Dance in other venues both on and off campus. In addition, the position supports the delivery and documentation of all capstone Senior Projects of BFA Dance students.

The Production Manager interfaces with and serves a liaison between the students, faculty, staff, guest artists, dancers, lighting designers, performing arts center staff, sponsors, campus officials, parents and the general public. This requires diplomacy, professionalism, integrity and consistent advocacy for the Conservatory of Dance students, faculty and program.

Responsibilities include: 1) Serving as Production Manager and Technical Director for all Conservatory of Dance performances and events, off and on campus (2) Teaching a year long Dance Production course for all 1st year students (a 2 credit course meeting once a week) 3) Training and supervising student crews. 4) Maintaining the Dance Theater Lab and all studio spaces and equipment. 5) Working with other members of the SOA Production team as needed to facilitate SOA production initiatives.

The ideal candidate is a skilled, engaged, proactive and collaboration-minded Production and Technical Director.

This is a full-time position and the schedule will vary depending on production activity. This position involves weekends for at least half of the semester. Recognizing there would be a need for flexibility, specific work days will be coordinated by the Conservatory of Dance Director.

Bachelor of Arts degree required. Master's degree or Terminal degree preferred. Candidates should have extensive knowledge of Dance Production areas of Production Management, Stage Management and Technical Direction. Knowledge in lighting and Video Production a plus. Should have 5 years minimum professional experience in the field of Dance or theater production as a stage manager or technical director. Should have a wide variety of experience working with stagehands of all levels. Previous experience working with student crews is a plus.

You must attach the following documents to your online application: (C.V., resume, cover letter, etc.)Instructions to Candidate:

To apply for the position, please visit our Purchase College Job Vacancy website at [Purchase College Job Vacancy website](#) and complete an online application.

AA/EEO Statement:

Purchase College SUNY is an AA/EEO employer. Women and minorities are encouraged to apply.

Clery:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, mandates that all Title IV institutions, without exception, prepare, publish and distribute an Annual Security Report. This report consists of two basic parts: disclosure of the University's crime statistics for the past three years; and the availability regarding the University's current campus security policies. The Annual Security Report is available at [Purchase College NYS University Police Website](#)

Purchase College, SUNY
735 Anderson Hill Road
Purchase, NY, 10543
914 251 6090
<https://jobs.purchase.edu/postings/402>

For more information:
Nelly van Bommel
Nelly.van-Bommel@purchase.edu
914 251 6090

[< back](#)

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