

Monday, May 2, 2022

Production Manager/Lighting Supervisor

Company: Urban Bush Women
Location: Brooklyn, NY
Compensation: in description

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Join the Urban Bush Women Family! Become an integral part of a creative community as Lighting Supervisor/Production Manager. Tour UBW's repertory work with "Legacy + Lineage + Liberation". Support the creation of a new site reflective work, "Haint Blu" taking place in New Orleans, Martha's Vineyard, Miami and the Berkshires. Be part of the planning for our 40th Anniversary. Join a community that is actively seeking to create change, on stage and off.

Learn more and apply: urbanbushwomen.org/careers

Job Summary

The Production Manager/Lighting Supervisor is an integral part of the production team for Urban Bush Women. Supervised by the Producing Director and Director of Booking & Touring, the Production Manager/Lighting Supervisor serves as key point person for technical and production aspects of UBW's performance productions and all touring engagements.

Production Manager/Lighting Supervisor is responsible for advancing all touring engagements, including communicating with venues about all technical and production needs, creating light plots and paperwork for each venue, reviewing tech rider mark-ups in a timely manner and making agreed-upon adjustments (per UBW Artistic Directors), and implementing all technical and production facets of the performances in advance of the engagement and on the road. Attendance at some New York City rehearsals will be required.

PM/LS is the lead for all touring crew of UBW projects. This role takes initiative, leads and unifies all UBW efforts around technical and production conversations, schedules, and overall planning to make sure all Company needs are anticipated and met. This role works closely with the Producing Director and Director of Booking & Touring in advancing each engagement, communicating its progress and discussing any issues or concerns that may arise. This role is also in communication with UBW's Co-Artistic Directors about technical and production needs that may be evolving depending on works that are about to go on tour.

Functions & Responsibilities

Advance Touring Engagements:

- Review venue technical specs as requested by UBW staff (in engagement offer or exploratory stage, up to one year out);
- Contact venue technical director with UBW Tech Rider(s) and discuss feasibility and any concerns that will need to be addressed (including space, lighting, projections, sound, wardrobe, softgoods/staging). Report back to Director of Booking & Touring, and keep communication open through actual engagement;
- If equipment rentals are required, consult with UBW staff about budget, and collaborate with local venue in securing equipment;
- Generate individualized light plot and other technical paperwork as needed for each venue and submit according to venue's deadlines;
- Work with venue staff to finalize production schedule and labor requirements. Send to Company Manager for company itinerary;
- Sign off on final Tech Rider Mark-Up for executed contract;
- Lead Production Meetings and participate in Company Itinerary Meetings (in person or via phone) with UBW and venue staff, representing the production aspect of the engagement;
- Maintain regular communication with Co-Artistic Directors and Designers/Collaborators about any artistic or design changes to performance works and make necessary edits to Tech Riders and other production paperwork.

- In preparation for the tour, work with Producing Director, Director of Touring & Booking, and Company Manager to anticipate production needs during rehearsals and creative residencies, including arranging for equipment rentals and hiring production staff support.

On Tour:

- Supervise load-in, load-out/strike, and show calls as scheduled;
- Oversee all production and technical requirements in the venue, including assisting with sound, video, installation of soft goods; purchasing of consumables (in consultation with UBW Designers and Artistic Directors, i.e. gels, expendables);
- In collaboration with Company Manager, arrange for rehearsal studio space and secure production equipment and/or any backline necessary for those rehearsals (including arranging any related transport and load in/load out logistics);
- Call all lighting and QLab cues (and any other cueing needed) during performances;
- Attend all Company Meetings and report on production department updates;
- Lead daily production meeting with Artistic Directors and the Creative Team while on tour, or in creative/developmental residency engagements;
- Write Performance Reports and distribute to UBW staff;
- Travel with crew to/from all tour stops and assist with cartage of production bags.
- Arrange and oversee the transportation of all UBW technical and scenic gear.

General:

- Work closely with members of the Production team (Company Manager, Director of Booking & Touring, Producing Director) to maintain the high standards that Urban Bush Women is known for throughout the community;
- Work closely with all venues and venue staff to maintain positive relationships for present and future engagements;
- Enforce work practices that ensure a safe working environment for all;
- Maintain a strong working knowledge of all current lighting technologies and advise UBW on production improvements as needed;
- Maintain good working relationships with lighting vendors and presenting venues;
- Maintain and upload to UBW's cloud storage all archival records including light plots and paperwork for lighting and sound, system configuration and console show files;
- Oversee and maintain UBW's production laptop (Mac) and keep all files organized and easy to access;
- Update Tech Rider as needed, including all technical aspects, hospitality, wardrobe, scenic and other elements; deliver updated documents to UBW Production team.

Professional Development & Staff Support

Production Manager/Lighting Supervisor may be asked to attend additional UBW events and staff meetings, including but not limited to the Summer Leadership Institute and staff retreats.

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Qualifications

- Broad working knowledge of all aspects of theatrical lighting design and production;
- Practical knowledge of lighting systems and electrics, and ability to troubleshoot;
- Proficient in QLab, Vectorworks, Lightwright, and Microsoft Office;
- Proficient in ETC equipment: ETC EOS programming & Strand Consoles;
- Basic knowledge of moving light programming;
- Experience touring with dance companies or dance-driven live performances;
- Proven supervisory skills, strong communication and interpersonal skills, positive attitude, team player, collaboration skills, problem solving skills and a good sense of humor;
- Self-motivated, organized and detail oriented, with excellent time management skills;
- Ability to make thoughtful and timely decisions and responding to shifting priorities and challenges as they arise;
- Ability to meet deadlines and work in a fast-paced environment;
- Ability to lift 50 pounds.

Compensation/Benefits

Compensation: \$1,500 Fee per week according to tour and rehearsal schedules, with \$500.00 Advance Fee per touring engagement.

This is a Part-Time Employee, UBW Staff position. Benefits are not included.

Start Date is June 1, 2022. Work weeks are dependent on UBW's tour and rehearsal schedules and production timelines for specific projects.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Production Manager - First Name Last Name" to: info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted until the position is filled.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

UBW is an equal opportunity employer.

<https://www.urbanbushwomen.org/careers>

Urban Bush Women
Brooklyn, NY
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For more information:
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info@urbanbushwomen.org

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