

Friday, November 18, 2022

## Director of Production

Company: New York Live Arts  
Location: New York City, NY  
Compensation: \$75,000 - \$85,000

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POSITION TITLE: Director of Production, New York Live Arts

DEPARTMENT: Production

REPORTS TO: Producing Director

CLASSIFICATION: Regular, Full-time, Exempt

SALARY: \$75,000-\$85,000

### POSITION SUMMARY:

The Director of Production will help steer the organization towards the achievement of its goals as well as participate in developing and furthering the overall mission of the organization.

The Director of Production is responsible for stewarding all productions towards the realization of their artistic vision within the physical and financial parameters established by New York Live Arts (hereinafter Live Arts). This position works in coordination with full-time production staff members (Production Manager, Technical Manager, Lighting Manager, and Production Stage Manager) and a pool of freelance labor.

### RESPONSIBILITIES:

Presenting Season, Rentals and Special Projects:

Maintain the high standards that Live Arts is known for throughout the community.

Coordinate all production aspects of all Live Arts presenting season, rentals activities, Bill T. Jones/Arnie Zane Company, and special projects.

Create and manage the Production Department budget for all Live Arts presenting season, rentals activities, Bill T. Jones/Arnie Zane Company, and special projects.

Help Producing Director in the advance of our core programs: Fresh Tracks, Live Feed, Resident Commissioned Artist (RCA), Live Artery, Live Ideas Festival, Open Spectrum, and Season Opener.

Create and manage production calendars, daily schedules, and deadlines.

Communicate any schedule changes to Production Staff and the organization.

Maintain active, consistent communication between all levels of production staff.

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

Create, distribute, update and archive show paperwork.

Keep updated communication with the artistic and technical team. This includes, but is not limited to, providing them with the necessary information, creating deadlines, and confirming that deadlines are met.

Act as liaison between Artists, Programming, and Front of House staff.

Enforce safe work practices ensuring a safe working environment for all.

Manage the maintenance of the theater and production equipment.

Advise and follow up on theatrical equipment systems maintenance, upgrades, and capital improvements, in collaboration with Technical Manager and Lighting Manager.

Explore and manage short and long-term physical improvement projects in the theater. This includes following up with the Technical Manager on Department of Cultural Affairs proposals.

Ensure tech specs, drawings and other publicly distributed technical information is up to date.

Maintain and update vendors list.

Maintain a wide range of contacts within the community including designers, technicians, rental houses, suppliers and neighborhood businesses.

Crews

Hire, in coordination with the Producing Director: Technical Manager, Lighting Manager, Production Manager, and Production Stage Manager.

Manage weekly hours, yearly projects, and well being of the production staff.

Schedule weekly production team meetings. Create and distribute agenda.

Ensure labor policies are observed.

Process Crew Paperwork: new-hire materials, payroll, updates in overhire information, maintaining and updating technician contact info, etc.

Provide training to employees as needed. This includes: Technical Manager, Lighting Manager, Production Manager, and overhire.

Finance & Administrative

Generate and manage annual production budget.

Ensure that deadlines are met.

Provide the finance team with:

Quarterly reconciliations (petty cash, budget and credit card reconciliations)

Invoices tracking and archival.

Check Requests

Processed Payroll

Employees Updated Paperwork

Employees Vacation Days

Other

Distribute updated codes list to the team, check requests, train employees in administrative paperwork.

Assist Producing Director in the creation of contracts by putting together estimates and redlining riders.

Providing Programming, Finance, Artists, and Clients with accurate Estimates and Bill Outs.

QUALIFICATIONS:

Broad working knowledge of all aspects of technical design and production.

Five plus years of experience premiering work for a wide range of dance/theater productions.

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 to shifting priorities and challenges as they arise.

Ability to meet deadlines and work in a fast-paced environment.

Proficiency in Microsoft Office and Google Suite.

Proficiency in Vectorworks and working knowledge of Lightwright.

Touring experience a plus.

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

New York Live Arts is an Equal Opportunity Employer (EOE). It is the mission of New York Live Arts to advance diversity and inclusion at all levels within the Organization, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds.

TO APPLY:

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

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