

Wednesday, June 7, 2023

Big Dance Theater seeks Production Manager

Company: Big Dance Theater

Location: Brooklyn, NY

Compensation: \$35/hour (approximately 20 hours/month June–October) and \$1250 weekly rate for Tech/Dress/Performances

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Position Overview:

BDT is seeking a New-York based Production Manager who will be an integral part of Big Dance's multiple projects in 2023. The ideal candidate is dynamic, motivated, and intrigued by the work of the organization.

Location:

Big Dance Theater does not have physical office space, the position will be remote, except during NYC rehearsal periods and performance dates. In person meetings may happen.

Timeline: June 2023 – December 31st, 2023

Deadline: This position is open until filled, but preference will be given to those candidates who apply on or before June 1st. Preference will also be given to those candidates able to commit until December 31st of 2023.

Compensation and type of employment:

\$35/hour until the company goes to tech/performances (approximately 20 hours/month June-October)

\$1250 weekly rate when in tech and performances (Dec 3 - Dec 17) : This is a W2 position.

Essential Responsibilities: The Production Manager reports to the Executive Director and Artistic Directors and will be responsible for:

- Coordinate and lead load-in and load-out;
- Coordinate the return of cargo to our storage in NJ and/or Brooklyn;
- Coordinate communication between the design team and venue staff- distribute the floor plan, technical specifications, etc.
- Schedule and coordinate design and production meetings;
- Create a tech rider for ATN! and ensure that the same is honored by the venue;
- Coordinate rental equipment (lx, sound, video) if needed/not provided by the venues;
- Coordinate props and scenic purchases/rentals;
- Solve other production-related needs as they arise;
- Support video design and implementation;
- Ensure that the design elements are adaptable (from creation) when touring different venues and configurations;
- Attend rehearsals as needed;
- Coordinate freight and transportation for scenic elements and costumes;
- Travel on tour with the company;

Qualifications and Competencies:

- Minimum 3 years of producing experience, and a track record of working with dance.
- Extremely organized and has the ability to plan, and implement with efficiency and attention to detail.
- Nimble, creative, resourceful approach to problem solving in all stages of production. Ability to anticipate and diagnose problems/ issues and communicate to relevant design departments.
- Demonstrated skills in planning, budgeting, scheduling, and executing projects.
- Thrives in a hands-on, dynamic and fast-paced environment; able to take own initiative to work independently and collaboratively with other team members.
- Excellent and diplomatic communicator experienced in working with a diverse group of artists and constituencies. Strong written and presentation skills are a must.
- Ability to handle confidential and sensitive information with discretion.

- Empathetic relationship builder with the ability and commitment to work with people and teams from different cultural and socio-economic backgrounds.
- Strong skills in the Microsoft Office suite, (Excel, Word, PowerPoint) and a facility in learning new programs and systems.
- Able to work a few weekends in support of performances.

To Apply:

Please submit a statement of interest and resume to: Sara Pereira da Silva: Sara.silva@bigdancetheater.org

Cover Letter:

- Why are you interested in working with Big Dance Theater?
- You will be called upon to work with a team of 30+ people, it will require the ability to relate to different personalities, manage expectations, relationships, and problem-solve in different contexts. For example, on a given day, you might need to clarify a payment question, troubleshoot with a performer's injury, or respond to a scheduling issue. What relevant skills and experiences would you bring to this work?
- What is important to you in this role?

Equal Opportunity Employer:

Big Dance Theater is an equal opportunities employer and welcomes applications from all suitably qualified persons embracing inclusivity in race, sex, disability, religion/belief, sexual orientation, or age.

Big Dance Theater is aware of and respects the existence of a rich diversity of national, religious, and cultural traditions within our global society. In our role as a cultural organization Big Dance Theater ensures that it will not deliberately or consciously discriminate against any groups of people by choice of material.

Big Dance Theater is committed to providing a working environment in which employees can realize their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, religion, or belief. This is a key employment value to which all employees are expected to give their support.

To create conditions in which this goal can be realized, Big Dance Theater is committed to identifying and eliminating unlawful discriminatory practices, procedures, and attitudes throughout the Company. Big Dance Theater expects the employees to support this commitment and to assist in its realization in all possible ways.

About Big Dance Theater:

Founded in 1991, Big Dance Theater is known for its inspired use of dance, music, text, and visual design. The company often works with wildly incongruent source material, weaving and braiding disparate strands into multi-dimensional performance. Led by Co-Artistic Director Annie-B Parson, Big Dance has delved into the literary work of such authors as Twain, Tanizaki, Wellman, Euripides and Flaubert, and dance is used as both frame and metaphor to theatricalize these writings.www.bigdancetheater.orgSocial Media handles

@bigdancetheater

Big Dance Theater
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For more information:
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