

Friday, August 25, 2023

Production Supervisor - Nimbus Dance / Nimbus Arts Center - Part time

Company: Nimbus Dance / Nimbus Arts Center
Location: Jersey City, NJ
Compensation: \$23 - \$25 / hour

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PRODUCTION SUPERVISOR

Nimbus seeks a Production Supervisor to oversee production needs for Nimbus Dance (dance company), and at the Nimbus Arts Center, including Nimbus company dance productions, NimbusPRESENTS performances, School of Nimbus events/performances, and rental events/performances. The ideal candidate is self-motivated, collaborative, knowledgeable and proficient with all aspects of technical theater, possesses lighting design and stage management skills, and is excited about building a vital hub for professional performance at the Nimbus Arts Center.

Production Supervisor will work with Nimbus Artistic Staff & Rental Coordinator to determine and provide all aspects of production needs, scheduling and staffing for in-house events at the Nimbus Arts Center. The Production Supervisor will communicate directly with the Artistic Director, Managing Director, and other leadership on developing production plans for performances, programs, tours and projects. The Production Supervisor travels with the company to touring engagements and serves as chief liaison for all production aspects of the company productions. The Production Supervisor additionally manages the Arts Center's production equipment, purchasing, installation and de-installation.

Duties and Responsibilities

Production

Advance planning for tech/production needs for all Nimbus Arts Center performances/events/rentals and for Nimbus company onsite and offsite performances

Manage, hire, schedule production staff for Nimbus performances and for Nimbus Arts Center events/performances

Oversee Nimbus Arts Center production equipment inventory: install/de-install, purchases, repairs.

Advance Communication with outside/touring venues re: tech/logistics

Create prop, production inventory lists for each production

Coordinate set/prop repairs and construction

Create and distribute tech/production schedules in collaboration with artistic staff

Attend company rehearsals as necessary for lighting design, stage managing & other production needs

Travel with Company for touring engagements and serve as chief liaison for all production elements; or, coordinate/hire production staff for this role.

Maintain archives of lighting designs and cue-sheets for company repertory

Assemble music files and playlists for all Nimbus performances and productions (including School Showcase)

Coordinate all technical aspects of Jersey City Nutcracker

Plan and coordinate In-house/Educational/Community Productions

Part-Time: 20 hours/week base + additional 10-25 hours depending on production schedule

Compensation: \$23-\$25/hour

To apply: please complete questions and upload cover letter and resume at this [link](#).

Nimbus Dance / Nimbus Arts Center
329 Warren Street Nimbus Dance
Jersey City, NJ, 07302
2013770718
www.nimbusdance.org

For more information:
Samuel Pott
samuel@nimbusdanceworks.org
2013770718

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