

Monday, November 13, 2023

NYC Production Assistant (PT/temp)

Company: Urban Bush Women
Location: Brooklyn, NY
Compensation: \$18 per hour

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Job Summary

The UBW Production Assistant supports touring and performance engagements to support the Performers, Tour & Company Manager, Production Manager/Lighting Supervisor, Sound Supervisor and Urban Bush Women Company in bringing performances to life. This role is based in NYC for pre- and post- Tour Production and Company Management support, and rehearsal and performance assistance for NYC performances and company engagements.

Functions & Responsibilities

Props & Costume Management:

- Organize props pre-departure, backstage, during rehearsals and upon return to NYC;
- Assist with costumes (alterations, washing and packing) before and after the Tour;

Tour Logistics:

- Support with cartage of production materials between NYC and transportation;
- Run errands as-needed, coordinating with vendors and suppliers for hospitality, props, costumes, returns, etc;

Production Support:

- Run sound during rehearsals at the request of Co-Artistic Directors;
- Support stage management during tech and NYC performances with supplies, lighting, sound and/or prop cues;

General Duties:

- Attending Company meetings, studio and Tech Rehearsals; also showings, receptions and special events in NYC;
- Additional related tasks to support the needs of the Company, Tour & Company Manager, Technical Director/Lighting Supervisor and Sound Supervisor;
- Maintain work practices that ensure a safe working environment for all

Professional Development

Actively seeks and attends professional development opportunities, including attending the Summer Leadership Institute and full-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

- Previous experience working in theater, performing arts, dance, production assistance, or related roles
- Organizational skills & attention to detail
- Effective communication skills for interacting with crew, staff, and artists
- Problem-solving abilities to handle unexpected challenges on tour
- Valid U.S. Drivers License a plus
- Physical ability to lift 50 pounds with or without reasonable accommodation
- Knowledge of production management safety

Compensation/Benefits

- Compensation: \$18/hr
- Benefits: 40 hours paid personal time per year; UBW covers per diem & local travel stipends, housing and all travel on tour

Schedule & Location

Start Date: November 13

Location: onsite and commuting within NYC; potential for travel

Schedule: The Production Assistant role supports Urban Bush Women's tour which operates on a unique schedule. Below is the tentative schedule which is subject to change. Scheduling is sometimes flexible due to the Production Assistant's availability and UBW's needs. Scheduling will be discussed with candidates.

Availability needed:

December 4 - 10 (2023): 3 - 4 days

January 2 - 19 (2024): 10 - 11 days

February 5 - March 1 (2024): 3 - 4 days

March 25 - April 1 (2024): 2 - 3 days

April 20 - May 5 (2024): 2 - 3 days

July 22 - Aug 11 (2024): Up to 12 days

September (2024): to be confirmed

Exact dates will be provided within the hiring process for this role.

How to apply

Prepare an application with your cover letter, outlining your qualifications and why you are interested in joining Urban Bush Women, along with a résumé. We will ask for the names and contact information of three professional references inside of the interviewing process.

Email applications with subject line "NYC Production Assistant - 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.

Urban Bush Women
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For more information:
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