

Monday, December 23, 2024

## Seeking Festival Producer for DanceFest 2025!

Company: Dance Parade, Inc.

Location: NYC, NY

Compensation: \$1000/mo (March-May), \$500 day of event

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DanceFest at Tompkins Sq. Park, NYC (PC: Donald Lang)

### Position Overview

The Festival Producer (DanceFest Lead) oversees the planning, coordination, and execution of DanceFest, the culminating event of the 19th Annual Dance Parade in Tompkins Square Park Saturday May 17, 2025. This role involves managing logistics, vendors, and the DanceFest Team to ensure a seamless, engaging event for approximately 5,000 attendees. The producer will report to Dance Parade's Executive Director and liaise with team leads, stage managers, and vendors to deliver a successful event.

### Time Commitment

This is a part-time position requiring approximately three months of preparation and team coordination, culminating in full-day event management on May 17, 2025 (7:00 AM–7:00 PM).

### Duties & Responsibilities

#### Team Recruitment & Coordination: *Pre-Event Planning (March–May)*

- Team: Although many team members are returning, some recruitment and oversight will be needed to create the DanceFest Team, including stage managers, emcees, the Info Booth Manager (HQ), and other key personnel.
- Planning Meetings: Producer will be required to attend and co-lead 3 mandatory meetings: 2 All-Hands Meetings and 1 DanceFest Production Committee Meeting prior to May 17, 2025.

#### Logistics & Site Planning:

- Lead the planning and execution of DanceFest 2025, working closely with the Executive Director.
- Assist in ordering port-a-potties, walkie-talkies, security personnel, and sanitation services.
- Coordinate with Sponsorship Booths (or assign a Sponsorship Booth Liaison) to ensure sponsor needs are met in the dozen or so "Experience Dance Booths."

#### Vendor Management:

- Confirm and manage vendor contracts for stages, tent, tables/charis, audio equipment, port-a-potties, and sanitation services.
- Ensure all logistics are in place for a timely load-in and load-out process.
- Ensure stage banners are placed at top lip of stage, that speakers are hoisted on stage truss' and that backdrop is smooth (aesthetically needed to receive future grants)
- Ensures that the videographer has a tight shot of main stage performance so that high quality video can be used for grants as well as given to performance groups.

#### Event Preparation:

- Maintain communication with team leads to ensure readiness for the event.
- Considers ADA compliance for disabled artists on main stage and as much as possible throughout event.
- Prepare contingency plans for weather or other unforeseen issues consistent with Dance Parade's rain policy.

On-Site Leadership: Day of Event (May 17, 2025)

- Arrive at 7:00 AM to oversee load-in of audio/stage equipment, production tents, chairs/tables, security, sanitation, and 12 sponsorship booths.
- Serve as the main point of contact for all team leads, including stage managers, security, sanitation, and vendors.
- Manage and work with Festival Volunteer Coordinator to check-in/out processes for all vendors, volunteers, and performers.
- Maintain clear and constant radio communication with team leaders to address issues as they arise.
- Liaise with park personnel, VIPs, NYPD and troubleshoot issues as they arise

Event Execution:

- Oversee all aspects of the festival, including performances, teaching, and community activities.
- Troubleshoot on-site challenges to ensure the event runs smoothly.
- Checks in each hour with stage managers to see whether groups are ahead or behind schedule and makes adjustments if needed.

Event Strike:

- Coordinate with vendors and teams to ensure timely load-out and site cleanup.
- Supervise the private maintenance company to leave the park in pristine condition.

Qualifications

Proven experience in event production or festival management.

Strong leadership and organizational skills.

Ability to manage multiple stakeholders, including vendors, team leads, and performers.

Excellent communication skills and problem-solving abilities.

Availability for part-time work from March to May, with full-day commitment on May 17, 2025.

Compensation

\$1,000 for pre-event preparation and team coordination (March–May).

\$500 for event day management (7:00 AM–7:00 PM).

If you are an experienced passionate dance or festival producer, we invite you to apply for this position!

Interested applicants should submit familiare themselves with DanceFest by visiting: <https://danceparade.org/dancefest/> and send a resume and cover letter detailing your relevant experience and why you are interested in this role to Dance Parade's Executive Director, Greg Miller: [greg@danceparade.org](mailto:greg@danceparade.org) with the subject line "DanceFest Producer Role".

Dance Parade, Inc. is a 501c3 nonprofit that promotes dance through the celebration of diversity by presenting as many forms of dance as possible. We believe that live performance has the potential to awaken a communal human spirit and helps build a more equitable and vibrant society.

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Dance Parade, Inc.  
NYC, NY  
[www.danceparade.org](http://www.danceparade.org)

For more information:  
Greg Miller  
[greg@danceparade.org](mailto:greg@danceparade.org)

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