

Monday, July 24, 2017

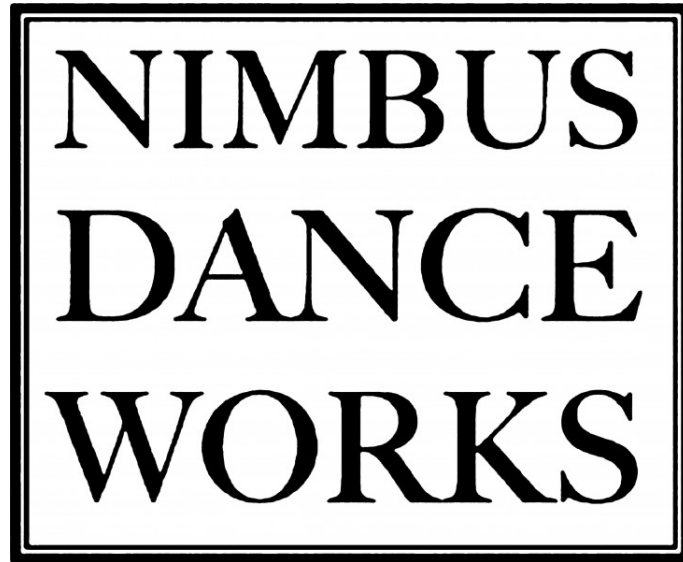
## Nimbus Dance Works Seeks Production/Facility Manager

Company: Nimbus Dance Works

Location: Jersey City, NJ

Compensation: based on experience with potential for advancement

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n/a

Production/Facility Manager:

The Production/Facility Manager (PFM) works with the Artistic Director, General Manager and artistic staff to ensure professional caliber production values for all Nimbus performance and events. The PFM serves as manager of Nimbus' facility in areas related to rentals, production, and maintenance/upkeep.

Production Operations

Nimbus Company Performances/Touring

Travel reservations: van rental, lodging, food

Stage Manage Shows

Advance Communication with 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 dialogue with artistic staff

Serve as timekeeper in theater

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

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

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

Schedule production crew

Advance planning for all facility rentals for Nimbus Performances/Events

Collaborate on event planning for seasonal gala

Nutcracker

Schedule production set-up/strike - sets, lights, dance floor

Transport Nutcracker production by truck to venue; coordinate truck rental

Schedule production crew

Stage Manage Shows

Facility Management/Rentals:

Work with AD in planning of 321 Warren facility

set-up /break-down/storage/maintenance of lighting/audio/production equipment;

Inventory and restock marley tape, resin

In-house/Educational/Community Productions

Set-up break-down seating/risers

Interface with renters for tech needs, room set-up, scheduling

Set-up production & stage manage OFFLINE, On the Rise, Spring Recital & other NimbusPresents events.

Be on call to open/close/oversee rental groups at Nimbus facility

Managing rental bookings via the Google Calendar

Create rentals contract - including cancellation fees; proper foot attire; etc.

Studio Rentals Rate

OFFLINE: Space Grant scheduling

General maintenance/upkeep of Nimbus facilities (interior/exterior)

Serve as ADA compliance liaison

Coordinate recycling and conservation efforts

Coordinate custodial staff

Bathroom/cleaning supplies orders/restocking

Job Qualifications:

Valid driver's license/able to drive & Rent a truck

Weekend Availability

Able to lift and carry 50+ lbs a substantial distance

Able to squat, kneel and lift arms above head and stand for a long period of time

Effective communication and writing skills

Good Time Management and Organizational skills

Able to Multi-Task

Able to see big picture and details

Experience with Theater Tech.

Familiar with Dance/Dance terminology

Compensation: based on experience with potential for advancement

Schedule: Part-time, including some weekends, some travel

To Apply:

By July 25, Please send resume, cover letter, and 3 references to [samuel@nimbusdanceworks.org](mailto:samuel@nimbusdanceworks.org).

Selected applicants will be invited to interview at Nimbus' Jersey City location in early

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Nimbus Dance Works  
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[www.nimbusdanceworks.org](http://www.nimbusdanceworks.org)

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For more information:  
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