

Sunday, August 15, 2021

## NACHMO NYC Production Assistant

Company: NACHMO

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# NACHMO

### SUMMARY DESCRIPTION:

[NACHMO](#) is seeking a Production Assistant for our New York City hub. This is an unpaid volunteer position that has the primary responsibility of assisting our NYC Production Director for our 2022 season with the goal of fully assuming the role of NYC Production Director for our 2023 season. The Production Assistant will ensure smooth operations around our benchmark NYC showings. The NYC hub hopes to present its annual showings in-person for the upcoming season, but will plan according to COVID-19 safety guidelines and regulations. The Production Assistant must commit to attend shows on the following dates:

-In-person studio shows during the range of Feb 2-5, 2022

-In-person theater shows Feb 26-27, 2022

OR

-Virtual show Feb 12, 2022

This position reports directly to the Production Director. The successful candidate will join a community of dedicated and creative people who are committed to our mission of building a connected, active, and accessible community of dance makers across the country.

### RESPONSIBILITIES:

-Assist in production of NYC Studio and Theater Shows, whether virtual or in-person

-Assist NYC Regional Director with @nachmonyc Instagram content related to NYC Studio and Theater Shows

-Review communications to choreographers regarding NYC shows

-If in-person: assist Production Director during tech rehearsals and performances for studio showings and theater shows.

-If in-person: run music at studio shows.

-If virtual event: assist Production Director by facilitating digital event with tasks including test running the tech, attending the virtual event, and helping facilitate break out discussion groups.

-Gather footage and interviews from participating choreographers that can be used for promotional and grant writing purposes.

-Attend NACHMO events when possible.

-Commit to one year in the PA role with the goal of taking on the Production Director role for the 2023 season.

-Time commitment: approximately 2 hours per week September-February and 1 hour per week March-August.

### YOU WILL BE SUCCESSFUL IN THIS ROLE IF YOU ARE:

A team player – NACHMO is staffed by an active and creative group of volunteers who work together to set and meet project goals each season. Good email etiquette is a must!

Self-directed – those who thrive at NACHMO excel at working independently, implementing their own ideas and reporting back to the group.

Interested in dance and choreography and motivated to make the choreographic process more accessible to dancers, choreographers, and movers of all kinds.

### QUALIFICATIONS:

Excellent communication skills

Proficiency with Google Docs

Interest or experience in live performance management

Experience working with production-related vendors/personnel is desired

#### RECOGNITION:

This is an unpaid volunteer position, as are all of the positions in the NYC hub. For that reason, we strive to create a fun and rewarding culture where each person is doing work they're interested in and team members' contributions are acknowledged and celebrated.

You will gain invaluable experience in show production with the opportunity to take on a NYC lead producer role for 2023

You will have the opportunity to show a piece during the gala and/or theater show, waiving the performance fee.

NACHMO board members are happy to serve as references and/or provide letters of recommendation.

#### APPLICATIONS:

Please email resume and short statement of position interest to Alex Christie, NACHMO Staffing Director, at [LAZChristie@gmail.com](mailto:LAZChristie@gmail.com).

NACHMO values demographic diversity in our community and strives to recruit people of different ages, races, genders, and stages in their career development. We urge art leaders and artists of color to apply for this position.

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NACHMO  
[nachmo.org](http://nachmo.org)

For more information:  
Alex Christie  
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