

Monday, February 5, 2024

Production Manager/Lighting Supervisor

Company: Urban Bush Women
Location: Brooklyn, NY
Compensation: \$65,000 annually

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Job Summary

The Production Manager/Lighting Supervisor (PM/LS) is an integral part of the production team for Urban Bush Women. Supervised by UBW's Producer and Director of Production, Booking & Touring, the Production Manager/Lighting Supervisor serves as key point person for technical and production aspects of UBW's performance productions and all touring engagements.

The Production Manager/Lighting Supervisor is responsible for advancing all touring engagements, including communicating with venues about all technical and production needs, creating light plots and paperwork for each venue, reviewing tech rider mark-ups in a timely manner, and making agreed-upon adjustments (per UBW Artistic Directors), and implementing all technical and production facets of the performances in advance of the engagement and on the road. Attendance at some New York City rehearsals will be required.

The PM/LS is the lead for all touring crew of UBW projects. This role takes initiative, leads and unifies all UBW efforts around technical and production conversations, schedules, and overall planning to make sure all Company needs are anticipated and met. This role works closely with UBW's Producer, Director of Production, Booking & Touring (DPBT), and the Tour & Company Manager (TCM) to advance each engagement, communicating its progress and discussing any issues or concerns that may arise. This role is also in communication with UBW's Co-Artistic Directors about technical and production needs that may evolve depending on works that are about to go on tour.

Functions & Responsibilities

Advance Touring Engagements:

- Review venue technical specs as requested by UBW staff (in engagement offer or exploratory stage, up to one year out);
- Contact venue technical director with UBW Tech Rider(s) and discuss feasibility and any concerns that will need to be addressed (including space, lighting, projections, sound, wardrobe, softgoods/staging). Report back to Director of Production, Booking & Touring, and keep communication open throughout actual engagement;
- If equipment rentals are required, consult with UBW staff about budget, and collaborate with local venue in securing equipment;
- Generate individualized light plot and other technical paperwork as needed for each venue and submit according to venue's deadlines;
- Work with venue staff to finalize production schedule and labor requirements. Send to Tour & Company Manager for company itinerary;
- Sign off on final Tech Rider Mark-Up for executed contract;
- Lead Production Meetings and participate in Company Itinerary Meetings (in person or via phone) with UBW and venue staff, representing the production aspect of the engagement;
- Maintain regular communication with Co-Artistic Directors and Designers/Collaborators about any artistic or design changes to performance works and make necessary edits to Tech Riders and other production paperwork.
- In preparation for the tour, work with UBW's Producer, Director of Production, Booking & Touring, and Tour & Company Manager to anticipate production needs during rehearsals and creative residencies, including arranging for equipment rentals and determining production staffing needs.
- Collaborate with the UBW's Producer, Director of Production, Booking & Touring, and Tour & Company Manager to recruit, hire, and direct the work of production staff.

On Tour:

- Supervise load-in, load-out/strike, and show calls as scheduled;
- Oversee all production and technical requirements in the venue, including assisting with sound, video, installation of soft goods; purchasing of consumables (in consultation with UBW Designers and Artistic Directors, i.e. gels, expendables);
- In collaboration with Tour & Company Manager, arrange for rehearsal studio space and secure production equipment and/or any backline necessary for those rehearsals (including arranging any related transport and load in/load out logistics);
- Call all lighting and QLab cues (and any other cueing needed) during performances;
- Attend all Company Meetings and report on production department updates;
- Lead daily production meeting with Artistic Directors and the Creative Team while on tour, or in creative/developmental residency engagements;
- Write Performance Reports and distribute to UBW staff;
- Travel with crew to/from all tour stops and assist with cartage of production bags.
- Arrange and oversee the transportation of all UBW technical and scenic gear.

General:

- Work closely with members of the Production team (UBW's Producer, Director of Production, Booking & Touring, and Tour & Company Manager) to maintain the high standards that Urban Bush Women is known for throughout the community;

- Work closely with all venues and venue staff to maintain positive relationships for present and future engagements;
- Enforce work practices that ensure a safe working environment for all;
- Maintain a strong working knowledge of all current lighting technologies and advise UBW on production improvements as needed;
- Maintain good working relationships with lighting vendors and presenting venues;
- Maintain and upload to UBW's cloud storage all archival records including light plots and paperwork for lighting and sound, system configuration and console show files;
- Oversee and maintain UBW's production laptop (Mac) and keep all files organized and easy to access;
- Update Tech Rider as needed, including all technical aspects, hospitality, wardrobe, scenic and other elements; deliver updated documents to UBW Production team.

-Professional Development & Staff Support

- Production Manager/Lighting Supervisor may be asked to attend additional UBW events and staff meetings, including but not limited to the Summer Leadership Institute and 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

- Broad working knowledge of all aspects of theatrical lighting design and production;
- Practical knowledge of lighting systems and electrics, and ability to troubleshoot;
- Proficient in QLab, Vectorworks, Lightwright, and Microsoft Office;
- Proficient in ETC equipment: ETC EOS programming & Strand Consoles;
- Basic knowledge of moving light programming;
- Experience touring with dance companies or dance-driven live performances;
- Proven supervisory skills, strong communication and interpersonal skills, positive attitude, team player, collaboration skills, problem solving skills and a good sense of humor;
- Self-motivated, organized and detail oriented, with excellent time management skills;
- Ability to make thoughtful and timely decisions and responding to shifting priorities and challenges as they arise;
- Ability to meet deadlines and work in a fast-paced environment;
- Physical ability to frequently move and load production equipment and other items weighing more than 50 pounds with or without reasonable accommodation
- The ideal candidate is based near NYC and able to commute regularly to Brooklyn, NY

Full Time Compensation/Benefits

Compensation: \$65,000 annually

Benefits include paid time off (vacation, personal and holidays), medical, dental and vision insurance, and access to Traditional and Roth 401k.

Start Date: ASAP

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 "Production Manager - First Name Last Name" to info@urbanbushwomen.org. Please, no telephone calls.

Applications are reviewed on a rolling basis 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 g 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.

www.urbanbushwomen.org

UBW is an equal opportunity employer.

718-398-4537

<https://www.urbanbushwomen.org/careers>

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