



PRODUCTION MANAGER JOB DESCRIPTION

For more than 35 years, Performance Space 122, a not-for-profit based in New York City, has been recognized as an innovative local, national and now international leader in contemporary performance. We provide incomparable experiences for audiences by presenting and commissioning artists whose work challenges their expectations for live performance and inspires them to think critically about the world. We are dedicated to rigorously supporting artists from diverse genres, cultures and perspectives. We believe that when artists are given the freedom and security they need to take aesthetic risks, the artists are able to hone their creative voice and make distinctive works of art that transform audiences.

Currently PS122 is in the midst of one of the most radical transitions of our history — a complete renovation of our home in the East Village. As we prepare to move back into our renovated spaces, we are building our capacity and expanding our staff to ensure we can realize our ambitions for the future. This is a very exciting time for PS122 and for our community of artists and audience members.

POSITION

Performance Space 122 seeks a passionate and technically savvy individual to fill the full-time position of **Production Manager** with the primary responsibilities of overseeing the technical productions of PS122's programming, tours, special events and rentals, as well as the equipment purchase and outfitting of the two new theaters in our renovated building. This individual will report to the Artistic Director, work closely with PS122's Creative Producers, Individual Giving and Special Event Manager and other staff, and oversee a technical support team including a Technical Director, over-hire technical crew, and production fellows and interns. Candidates must have experience managing production teams, technical expertise relevant to producing contemporary performance, and a love for the arts, as well as strong interpersonal skills and the ability to creatively help artists realize their visions.

RESPONSIBILITIES

General

- Oversee and manage all aspects of PS122's theaters at 150 First Avenue, including initial outfitting and future day-to-day use.
 - Maintain PS122's two theaters in a professional manner suitable for PS122's commissioned and presented artists as well as corporate and theatrical rentals or other uses.
 - Maintain an accurate inventory of PS122's equipment and expert understanding of how it can be used.
 - Manage and oversee PS122's general production budgets, staff, and schedules.
- Coordinate all technical aspects of PS122's programming, tours and special events.
 - Review all technical riders
 - Create and manage show- and event-specific budgets.
 - Create and update technical plots as necessary.
 - Review all production related clauses in programming and special event contracts.
 - Supervise and staff technical crew over-hires as needed.
 - Secure, manage and coordinate all aspects of program or event-specific equipment rentals.
 - When necessary, work closely with the artists, Programming Team and third party partners to identify and assess alternate venues for artists and works presented by PS122 off-site
- Manage and maintain offsite storage, ensuring PS122's equipment is in good working condition and meets all safety requirements.
- Staff and coordinate all production aspects as required to accommodate rental company's productions needs.

New Theaters/ Building

- Work closely the Artistic Director and the Managing Director to finalize the initial outfitting needs and budget.

- Develop, design, purchase and manage installation of all equipment (including platform and seating) for the two new theaters, dressing rooms and productions office.
- Oversee technical consultants supporting the initial outfitting and installation process.

REQUIREMENTS

- Minimum of 3-5 years of experience in working in the production department within a presenting institution, non-profit experience preferred but not required
- Bachelor's degree in related fields
- Excellent communications skills
- Must be self-directed and able to work independently but must also be able to work collaboratively with the Programming Department and Finance Department.
- Proficiency with VectorWorks/ AutoCAD, Microsoft Office Suite (Excel, Word, PowerPoint), Googledocs/Google sites is required
- Valid Driver's license preferred
- Experience as Master Electrician preferred but not required, basic rigging and construction skills are a plus
- Familiarity with contemporary performance arts and Performance Space 122's programming
- Familiarity with New York City's East Village/Lower East Side neighborhoods

PS122 is an equal opportunity employer offering competitive salary and full benefits. The Production Manager position will commence immediately.

To apply for the PS122 **Production Manager** position, please submit your resume, cover letter, as well as three professional references to office@ps122.org, with "**Production Manager**" in the subject by February 26, 2016. Please note: only those selected for interviews will be contacted.