

HERE Resident Production Manager (Presenting)
Full-Time Salaried Position
2018

The Resident Production Manager (Presenting) is responsible for overseeing all technical and production activities at HERE, including presentations of the work of visiting artists and Dream Music Puppetry shows; the PROTOTYPE Festival of opera-theatre and music-theatre; the install of gallery exhibitions for the HEREart Program visual artists; and the oversight of/assistance to the SubletSeries curated rentals. The Production Manager is also responsible for maintaining the overall HERE facilities and equipment.

The Production Manager reports to the Artistic and Producing Directors, and works closely with the full-time Resident Technical Director and the Seasonal Production Manager, who oversees our HARP and Resident Artist productions. The Resident Production Manager also oversees part-time Technical Supervisors, technical over-hire, and production interns.

In 2018, the Resident Production Manager will further take on the lead Production Manager duties in regards to the HERE's revival of Basil Twist's *Symphonie Fantastique*, a one-of-a-kind under-water marvel combining the magic of puppetry with the powerful suggestions of music, dance and abstract art.

Duties:

- Works with curated rental artists, visual artists, and visiting artists; meets with or communicates with them to determine their requirements; supervises load-ins and strikes to ensure that these artists and companies have what they need, and the space is properly restored after strikes.
- Schedules and hires technical personnel as needed, including hourly Technical Supervisors, subcontracted technical staff, board operators, production assistants, general labor and interns;
- Works closely with General Manager on managing the equipment purchase/facility maintenance budget and labor budgets, and compiles and submits payroll for department.
- Oversees and manages art installation for HEREart Program.
- With the Resident Technical Director, maintains the schedule for use of HERE spaces for rehearsals, performances, and special events, and maintains equipment inventory.
- Manages donated rehearsal time from collaborating organizations to accommodate the needs of our Resident Artists;
- Oversees facility needs with the Resident Technical Director and General Manager, including organizing and maintaining the performance spaces, rehearsal space, tech closet, and storage spaces; manages building and repair projects as needed as well as annual facility and equipment maintenance; oversees facility systems - doors, locks,

plumbing, alarm, etc.; ensures compliance with FDNY regulations; researches, engages, and oversees outside contractors for facility system needs.

- Manages own schedule as well as the Resident Technical Director and Technical Supervisors to provide enough daytime/evening coverage to oversee facility, act as a fireguard, and respond to any time-sensitive needs during running of shows. Ensures shows remain on schedule, and works with Box Office/House Management staff to ensure facility is ready for the public.
- Conducts ongoing evaluations of production department systems, organization, policies, and procedures; tracks, inventories, and recommends upgrades for HERE's substantial equipment.
- Depending on capabilities, may have IT duties relative to HERE's electronic/office equipment.

Qualifications

- Minimum 5 years experience in production management;
- Must possess a general all-around knowledge of non-profit technical theatre, preferably with some aptitude and interest in lighting, audio, video and carpentry;
- Excellent computer proficiency in Microsoft Office, Google Apps, and preferably Vectorworks.
- Knowledge of the New York City cultural community, and the downtown scene specifically, preferred;
- Interest in collaborating and working closely with HERE's artists;
- Genuine desire to play a critical role on a small and dynamic team;
- Ability to juggle multiple tasks and reprioritize within a rapidly changing environment;
- Self-starter, organized, disciplined and highly detail-oriented;
- Excellent interpersonal skills and ability to work both individually and as part of a team;
- Excellent oral and written communication skills;
- Flexible personality with sense of humor strongly preferred;

Salary: \$49K with benefits.

HERE seeks to hire staff that reflects the diversity of the city in which we live. All positions at HERE are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

To apply, please send your cover letter and resume to jobs@here.org with the Subject Line as "Resident Production Manager – [YOUR NAME]".

About HERE

HERE builds a community that nurtures career artists as they create innovative hybrid live performance in theatre, dance, music, puppetry, media and visual art. Our artist residencies support the singular vision of the lead artist through commissions, long-term development, and production support. HERE's programs and performances promote relationships among local, national, and international artists. Our space is a destination for audiences who are passionate about ground-breaking contemporary work and the creative process behind it.

Since 1993, HERE has been one of New York's most prolific producing organizations, and today, it stands at the forefront of the city's presenters of daring new hybrid art. HERE supports multidisciplinary work that does not fit into a conventional programming agenda. Our aesthetic represents the independent, the innovative, and the experimental: HERE has developed such acclaimed works as Eve Ensler's *The Vagina Monologues*; Basil Twist's *Symphonie Fantastique*; Basil Twist and Joey Arias' *Arias with a Twist*; Hazelle Goodman's *On Edge*; Young Jean Lee's *Songs of The Dragons Flying To Heaven*; Trey Lyford & Geoff Sobelle's *all wear bowlers*; Faye Driscoll's *837 Venice Boulevard*; Taylor Mac's *The Lily's Revenge* and original musical and dance works created and directed by HERE Co-Founder and Artistic Director Kristin Marting.

The New York Times has called HERE "one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow." Indeed, HERE has become successful at creating a new kind of arts enterprise—the collaborative multi-arts center. In 22 years, we've supported over 14,000 artists and attracted over 950,000 arts patrons. We aim to integrate art into daily life and engage our community's needs and interests on as many different levels as possible in order to ensure our regular presence in their lives.

HERE supports the work of artists at all stages in their careers through fully-produced works, commissions and subsidized performance and rehearsal space. In addition, HERE's staff provides marketing, technical and administrative support. All work at HERE is curated based on the strength and uniqueness of the artist's vision.

Over the last 25 years, HERE and the work presented HERE have garnered 1 Pulitzer Prize, 16 OBIE awards, two OBIE grants for artistic achievement, a 2006 Edwin Booth Award ("for Outstanding Contribution to NY Theatre") from the CUNY Graduate Center, five Drama Desk nominations, two Berrilla Kerr Awards, four NY Innovative Theatre Awards and a Pulitzer Prize nomination. We believe that our multidisciplinary approach is the way to engage the audiences of tomorrow, ensuring a healthy and productive future for the performing arts field at large.