

Seasonal Production Manager (Producing)

Contract Position

2018

The Seasonal Production Manager (Producing) is responsible for overseeing all technical and production duties as they relate to HERE's full productions, which include world premieres by our Resident Artists. In the 2017 – 2018 Season, these shows will include *Assembled Identity*, created by Kristin Marting, Purva Bedi, and Mariana Newhard, a hybrid theatrical work which explores ethnic ambiguity, race and identity in the modern age; *American Weather*, a performance of surrealist micro-plays created by Chris Green about the American work experience; and CULTUREMART, our annual 2-week festival of workshop presentations by artists in the HERE Artist Residency Program (HARP).

The Seasonal Production Manager reports to the Artistic and Producing Directors and works closely with show-specific Technical Directors, HERE's Resident Production Manager and HERE's Resident Technical Director.

Duties:

- Works with Resident Artists and their creative teams to plan, budget and technically manage and schedule these full productions;
- Works with show designers, Resident Artists, and HERE's Resident Production Manager and Resident Technical Director to purchase, rent and acquire scenic, lighting, video and sound elements for all productions, and to create Load-In and Tech schedules;
- Schedules and hires all Production personnel including hourly labor, subcontracted technical staff, board operators, production assistants, and show-specific interns;
- Works closely with General Manager on show budgeting, and compiles and submits payroll for the productions' technical labor.

Qualifications

- Minimum 3 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;

Competitive Fee offered.

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 "Seasonal 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.