

NYCDA

New York City Dance Alliance

PRODUCTION MANAGER

New York City Dance Alliance is seeking a salaried, full time Production Manager for our touring educational dance workshops and dance competitions. Ideal candidate should be a dynamic, organized, multi-tasking leader and team player, with proven management/communication skills; responsible for all production/technical aspects of a 25+ city weekend workshop tour, plus a variety of corporate theatrical performances and special events.

Duties include, but are not limited to, scheduling production staff and event labor, coordination of all venue preparation, planning/tracking of all expenses, maintenance of all theatrical production equipment and company vehicles, and all technical coordination for events sponsored by the company.

Additional requirements and skills:

- Willing to travel 15-20 weeks a year, mostly Friday - Monday, Oct-May and the month of July
- Willing to work varying schedules including nights and weekends
- Able to command a full crew for event load-in/load-out.
- Warehouse and Inventory maintenance
- Strong general knowledge of sound, lights and video.
- Comfortable with or knowledgeable about stage decking.
- Proficient in using Q-Lab Video and Sound cueing software.
- Comfortable using the Hog3 or Hog4 Lighting Console.
- General video and livestream knowledge.
- Basic knowledge of digital sound consoles and digital routing. We use the X32.
- Driver license and comfortable driving a 15 seat passenger vans or 15' to 26' box trucks.
- Comfortable with working around children ages 6-18.
- Willing to participate in day-to-day office operations.

The Production Manager must be NYC/NJ based. Company offices are in West New York, NJ with warehouse in Jersey City, NJ. All transportation, meals and hotel room are provided on tour.

Salary commensurate with experience. Medical, Dental, Vision and 401K plans are available.

Seeking to fill position immediately. Email letter and resume to jobs@nycdance.com. No phone calls please. www.nycdance.com