



## POSITION DESCRIPTION

### **Associate Production Manager**

POST DATE: Sept 5, 2023  
STATUS: Full-time permanent, non-exempt.  
SALARY: \$50,500 annually, paid bi-weekly

**Ars Nova seeks a creative problem-solver, detail-oriented manager and thoughtful communicator to serve as our Associate Production Manager.** Reporting to the Production Manager, the Associate Production Manager is essential to our support of artists as they develop and share their work, as well as the smooth operations of the production process in all our programming.

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We are the stomping ground and launching pad for visionary and adventurous artists to create new work. We strive to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Some of our recent highly recognized work includes: the NY Times', NY Mag, and New Yorker "Best of 2022" *Oratorio for Living Things*; the Lortel Award-winning "Outstanding Musicals" *Rags Parkland Sings The Songs Of The Future* and *KPOP*, which transferred to Broadway in 2022; and the Tony Award-winning smash-hit *Natasha, Pierre & The Great Comet of 1812*.

### **ABOUT THE TEAM**

Our five-person production team oversees all technical and logistical aspects of the productions within both Ars Nova's multi-use buildings. This typically includes two Off Broadway productions of new work each year, many one-night-only shows from our artistic development and discovery programs, as well as internal readings, workshops, and external rentals. These activities are hosted at both Ars Nova - a 5-story building on West 54th Street with a flex-seat jewelbox theater, penthouse rehearsal room, a small workshop, and administrative offices - and Ars Nova @ Greenwich House, a 199-seat theater with supplementary office/reception spaces. The production team is composed of a full-time Director of Production & Facilities, Production Manager, (and you!) as well as a part-time Production Management Assistant and Technical Coordinator. Additionally, Ars Nova engages Lighting, Audio, & Technical supervisors for each production in our season.

*Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have historically led to the exclusion of people of the Global Majority from our team.*

*We are actively working to become a more diverse, anti-racist, inclusive organization. We hope candidates of the Global Majority will accept our invitation to apply.*

#### **KEY PURPOSE OF THE POSITION:**

The Associate Production Manager is responsible for the **smooth operations of the Production Team's day-to-day activities**, including scheduling, staffing, and budget/payment tracking and payment preparations and for **ensuring our facilities are ready to be flexibly and joyfully filled with artists and their work**, including the maintenance of theatrical equipment and room set-ups. Specifically, you will:

- **Manage the production operations of the Ars Nova Theater and Loft Rehearsal Space**, ensuring production equipment is fully operational and work in collaboration with our Operations & Facilities Manager to ensure spaces are ready to support artistic activity;
- **Serve as the primary point of contact for all artists being presented in one-night-only programming** and artistic development activity;
- **Serve as a key administrator of the production office** including expense tracking, inventory tracking and calendar management;
- **Ensure that all production teams are fully staffed and supported;**
- **Assist the Production Manager** and partner to meet team-wide and production-specific goals, as needed.

#### **SPECIFIC RESPONSIBILITIES AND COMPETENCIES:**

*The responsibilities, competencies and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.*

- **Manage the operation of the Ars Nova Theater and Loft Rehearsal Space, including:**
  - Serving as the primary point of contact for all artists being developed and/or presented, including:
    - Coordinating information flow to/from our artists and responding to space set-up needs and technical requests;
    - Communicating production capabilities of our spaces and providing site visits as needed;
    - Collecting production requests from artists, assessing those requests, communicating how we can accommodate them clearly, and then ensuring we deliver on our promised resources for their projects;
    - Attending and supporting technical rehearsals and performances.
- **Lead the administration of the production office, including:**
  - Preparing departmental payroll, petty cash and credit card reconciliations;
  - Ensuring programming events and milestones are in organizational calendars;
  - Scheduling meetings and taking notes;
  - Managing all production supplies and inventory.

- **Ensure that all production teams are fully staffed and supported, including:**
  - Conducting outreach and building relationships with the next generation of theater technicians, stage managers, makers and designers and inviting them into Ars Nova;
  - Staffing technicians and stage managers for one-night-only and development programming at Ars Nova;
  - Hiring run crew personnel and assisting in scheduling and staffing crew calls in conversation with the Production Manager and crew heads;
  - Facilitating and covering crew calls in the Production Manager's absence
- **Assist the Production Manager as needed, including:**
  - Attending staff meetings, production meetings, and programming;
  - Taking on assigned tasks as assigned to support the Production Team - this may include everything from research projects, to liaising with colleagues and lending your eye or hands to cross-team-collaborative projects, to rolling up your sleeves and jumping in (behind the wheel, onto a crew, deep into a spreadsheet, you name it!) to make sure that our teams, projects and artists are meeting their goals!

#### **ABOUT YOU:**

- You are a **creative problem solver**. You don't need to be right, and can see lots of different ways to meet shared goals.
- You love theater! You love artists of all stripes! And you *really love* smoothing the way for their dreams to come true.
- You are level-headed and even-keeled. You are able to keep calm, and ask for help - or make a new plan! - when you need it.
- You are detail-oriented and highly organized – you love a list! Your inbox is filed, color-coded, and has zero unread messages. You remember how your best friend's mom takes her coffee.
- You're game to get your hands dirty, and you can jump into action when there's production work to be done or a new idea that needs hands-on support.
- You are a strong verbal and written communicator; you are able to say things the way someone else likes to hear them and you listen actively to both verbal and non-verbal cues.
- You can get A LOT done on your own, but aren't precious about first-ideas, like to brainstorm, and collaborate on final outcomes.
- You're ready to dive in, say yes, catch any falling plates you might see and thrive in all things production.

#### **BONUS IF:**

- You have a few years of training and/or experience in production or stage management, (not-for-profit experience a plus).

- You demonstrate knowledge of production software including QLab and Vectorworks.
- You are someone who can balance taking care of the people currently in the room, and imagining who isn't in the room -- and want to figure out why and how to remove barriers to access and inclusion.
- You're comfortable with ladders, unloading and loading up vehicles, tools etc.
- You have a valid driver's license and are comfortable driving up to 20' trucks.

We know there are candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other transferable skills. If that's you, don't hesitate to apply and tell us about yourself. We'd love to meet you!

### **ABOUT THE POSITION:**

This is a non-exempt, full-time position based in NYC with a starting annual salary of \$50,500. Ars Nova aims to compensate fairly and competitively within the not-for-profit entertainment industry, and on a transparent level salary system within the organization; our current Fair Pay Guidelines are available [HERE](#). Benefits include health and dental insurance, an open paid time off policy, an Employee Assistance Program offering confidential counseling, legal support, work-life solutions and the like, opt-in retirement savings plan, FSA, and TransitChek plans, and more. Ars Nova is based in NYC and offers a flexible work schedule and remote/in-person hybrid work space. Ars Nova's Production team works onsite (including some evenings, weekends and holidays), so the applicant should intend to reside in the greater NYC area.

### **APPLICATION INSTRUCTIONS:**

Please submit a resume and a personal statement. Ditch the "cover letter" and speak from the heart about what excites you about this work. While we ask that resumes be submitted in written form, we invite applicants to submit their Personal Statement via a written piece, a spreadsheet, audio or video recording – whatever form best supports your self-expression. If opting for a non-written approach, please limit audio/video files to no more than 3 min in length. This form can only accept files up to 25MG in size. If you're unable to compress your file to that size, please upload it to a sharable hosting location (dropbox, drive, vimeo, youtube) and include the url where we can view the content.

APPLY: <https://form.asana.com/?k=30XPwEOwc5v7scYH042F7g&d=75190075101323>

*In order to help maintain an equitable process, please do not submit unsolicited candidate recommendations. For process or technical questions, please email [jobs@arsnovanyc.com](mailto:jobs@arsnovanyc.com).*

### **HIRING PROCESS:**

Applications will be reviewed on a rolling basis until the position is filled, so we encourage you to submit as soon as possible. Each application received by September 15, 2023 will be reviewed by Kris Pritchard, Production Manager and Jes Levine, Director of Production & Facilities. Some candidates may have a pre screen over phone or Zoom with the Culture &

Community Director. Selected candidates will meet with the Production Manager. Finalists will have an in-person conversation with several members of the Ars Nova team, including Jes Levine, Director of Production & Facilities. Additionally, finalists may request a meeting with our affinity group for members of our team who identify as people from the Global Majority if that perspective would be helpful to them. References will be requested and checked prior to an offer being made. We are hoping the Associate Production Manager will join our team in October.