

POSITION DESCRIPTION

POSITION TITLE: Assistant or Associate Production Manager (APM)

REPORTING RELATIONSHIPS:

The APM reports to the Production Manager.

POSITION SUMMARY:

As assigned by the Production Manager, the APM is responsible for day-to-day oversight of the technical production activities of the Fisher Center. The APM is a member of the Fisher Center production team and serves Fisher Center activities on and off site, including those of the undergraduate Dance Program, undergraduate Theater & Performance Program, SummerScape Festival, Live Arts Bard, and other affiliated programs and special projects. The APM works with the other members of the Fisher Center production team to provide an excellent standard of production support for all activities taking place in or produced by the Center, and to advance the missions of the College and the Center. The position title will be determined based on experience.

RESPONSIBILITIES:

- Manage all facility space schedules as part of a building-wide scheduling plan overseen by the Production Manager.
- Coordinate production-related studio space needs in collaboration with the Dance and Theater & Performance Program Administrator.
- Provide day-to-day management of all production calendars.
- Provide day-to-day oversight and management of production budgets as developed by the Production Manager.
- Provide day-to-day oversight and management of all production department expense tracking, and reconcile all expenses with proper budgets using systems overseen by the Production Manager
- Interface with guest production designers, including communicating and tracking design milestones; develop and distribute production overviews with the Production Manager.
- Manage the hiring process of all production casual hourly employees (yearly employment and seasonal staff), including student and professional labor.
- Manage an online time clock system to ensure accurate labor expense reporting
- Reconcile all labor expenses within the project budgets.
- Process bi-weekly time-sheets and reconcile any inaccuracies with the supervisors.
- Working with the Production Manager, develop, implement, and maintain a checklist style system to assure all processes within the production department have simple, clear, and direct order of operations.
- Assist the Production Manager with all purchasing and reconcile expenses with the proper budget.

- Participate in the development of production safety practices; ensure that safety practices are adhered to for all Fisher Center activities.
- Assist the Production Manager in scheduling safety inspections throughout the facility as required, and maintain up to date log of all reports and remediation plans.
- Manage specific productions as assigned and overseen by the Production Manager, including developing and advancing production schedules, labor needs, technical requirements, and ensuring adherence to budget and facility parameters.
- Facilitate communication between guest artists and the Fisher Center production department.
- Schedule and run production meetings as assigned by the Production Manager.
- Oversee load-in, tech, running, strike, and restore in an active and hands-on manner for productions as assigned by the Production Manager.
- Provide technical support to students during student project development.
- Assist the Dance and Theater & Performance Programs' Program Administrator in fulfilling the technical needs of curricular activities within the Fisher Center (video projection, sound reinforcement, etc.).
- Attend showings, rehearsals, and other production-related meetings as required.
- Working with the Fisher Center production staff, oversee the day-to-day maintenance of all production elements in the studio spaces.
- Consult with Facilities Manager in identifying and planning repair of facility issues in studio spaces.
- As assigned, serve as a working member of the Fisher Center stage crew, including orchestra shell & riser changeovers, orchestra pit changeovers, seating setup changeovers; and pre-hang, load-in, tech, show, and load-out calls when required.
- Participate in strategic planning of issues such as space usage, storage, safety, budgeting, maintenance, capital projects, staff and student training, new technology, and programmatic initiatives.
- Attend weekly production meetings and staff meetings; represent the Production Manager in meetings when required.
- Participate in professional development activities and training as available; keep current in industry practices and new production technology.
- Fulfill other duties as assigned.

REQUIREMENTS

- 3-5 years of experience in a fast-paced multi-venue theater facility
- Strong organizational and time management skills
- Strong multi-tasking abilities
- Strong sense of teamwork
- Ability to problem solve in a collaborative manner
- Ability to take input from others and make decisions quickly
- Experience in an academic environment a plus
- Microsoft Office (Excel specifically)

- CAD program knowledge a plus (Vectorworks preferred)
- Knowledge of all standard theater production systems such as lighting, scenery, costume, and AV
- Able to work frequent evenings and weekends as required
- Must be able to lift 50lbs
- Valid NYS driver's license and ability to complete a defensive driving course to operate Bard vehicles

TO APPLY

Submit your cover letter and resume by email to Vincent Roca, Production Manager, at vroca@bard.edu.