



Harlem School of the Arts Employment Opportunity **Production Manager – Part Time**

Harlem School of the Arts seeks a passionate, experienced Production Manager with a proven track record, strong knowledge of theater production and experience working with students, theater technical staff and the public. The ideal candidate has performing arts experience and is well-versed in administration, technical, rental and facility needs of a black box theater. He or she is energetic, flexible, and has a background in technical theater education, theater presentation, budgeting, and presenting arts administration.

Harlem School of the Arts has an integrated professional theater department which trains actors of all ages and abilities and produces programs for youth, community, and family audiences. Its goal is to educate, challenge, and inspire new generations of theater artists and audiences with exceptional theatrical experiences.

General Responsibilities:

Reporting to the Chief Operating Officer, the Production Manager will serve as the main point of contact for the HSA Theater. Working closely with a diverse artistic team on all public programs, including Theater, Dance and Music, they will ensure cost effective and timely delivery of all production elements. The Production Manager will also act as a key liaison for all theater rentals. As we expand our calendar to present additional programs in the theater, this person will support those events and coordinate additional staff and technical support as needed.

The Production Manager will:

- Serve as the main point of contact for the HSA Theater
- Coordinate all HSA public program performances including but not limited to technical needs – i.e. sound, lighting, day of box office, staffing, run of show, strike & house preset
- Enforce safety standards, policies and procedures
- Oversee maintenance of all theater technical property
- Recruit & manage HSA technical pool of staff
- Hire & supervise all theater staff including but not limited to house manager, ushers, lighting & sound board operators
- Manage all theater rentals including negotiation, contracts, staffing and day of needs
- Manage theater physical operations budget and ensure all theater program expenses stay within the approved budget
- Flexible schedule to include evenings & weekends

Skills/Experience

- Minimum of 5 years' experience in technical theater production
- Experience & strong understanding of theater electrics, lighting, sound & performance presentation
- Experience managing staff of 5+
- Excellent written & oral communication skills
- Strong independent work ethic, able to prioritize and timeline needs

- Proficiency in Microsoft Word and Excel
- Budgeting and financial management skills
- Ability to manage multiple priorities in a deadline-oriented environment

Compensation

Compensation is commensurate with experience

To Apply:

To apply for the Harlem School of the Arts position of **Production Manager**, please submit a resume and cover letter to Amadea Edwards, Chief Operating Officer, at employment@hsanyc.org. Please indicate **Production Manager** in the subject line.

Location

Harlem School of the Arts is located at 645 St. Nicholas Avenue in Harlem. It is easily accessible via the A,C,B, and D subway trains.

About Harlem School of the Arts:

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.

Harlem School of the Arts is able to achieve this with the exceptional participation of our family of loyal donors, dedicated parents, involved alumni and generous guest and resident artists.

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