



Production Manager

92ND STREET Y

Job Category: Production/Operation

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 21 Jan 2025

Application Deadline: 19 Feb 2025

Job Description/Responsibility

- Provide administrative support to the Associate Director of Theater Operations.
- Work with artists and artists' managers to determine technical needs for each event.
- Liaise between performing artists, production crew and house staff and generate production materials for all 92NY events.
- Schedule rehearsals in both concert halls, as well as practice rooms, classrooms and off-site rehearsal studios and function as point person when needed.
- Arrange and coordinate services including rental of pianos and other instruments, audio equipment, lighting equipment, piano tunings, sound engineering, etc with various vendors.
- Work with building security to reduce overflow in lobby for highly attended events.
- Proactively collaborate with Facilities staff to prevent building noise during events.
- Responsible for all administrative duties relating to the staging of events.
- Collaborate with Centers in the creation of budget and assist with negotiating production costs with vendors to remain within budget.
- Support Spaceadmin colleagues to assist with season upload of programs in classrooms and other 92NY spaces.
- Assist with rental event logistics.
- Coordinate food arrangements for productions as required.
- Serve as main point of contact, when needed.
- Other duties as requested.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Experience Requirements

- No experience is required.

Work Area

- Applicant should have experience of working in the following category(ies): Production/Operation

Industry Type

- Experience should include the following skills: NGO/Development

Address: New York, US, New York, US, United States

Company Profile: Civic & Social Services

Company Website: <http://www.92y.org/>