



Production Stage Manager

Location: New York, NY

Reports to: Production Manager

Status: Temporary (project-based), W2, non-exempt

Salary: \$1200-\$1500/week on tour, commensurate with experience; plus prep work paid hourly

Application Deadline: rolling; applications received by July 18, 2021 will be prioritized

Ideal Start Date: on or before August 12, 2021

A.I.M by Kyle Abraham seeks a Production Stage Manager to join its growing staff. A New York-based dance company of 7 full-time and 3 project-based dancers, each year A.I.M typically tours to approximately 20 domestic and international venues and performs at least one New York season. The Production Stage Manager will travel with the company on tours of its two newest evening-length works, including roughly 6 weeks of touring in Fall 2021, primarily in August, September, and November. Touring in 2022 begins in January and includes approximately 14 weeks through June. The role has the potential to develop into a full-time position as the company's tour schedule grows. The ideal candidate has strong professional experience stage managing for dance.

Founded in 2006 by choreographer Kyle Abraham, A.I.M by Kyle Abraham is a Black-led contemporary dance company that provides multifaceted performances, educational programming, and community-based workshops. The mission of A.I.M by Kyle Abraham is to create a body of dance-based work that is galvanized by Black culture and history. The work, informed by and made in conjunction with artists across a range of disciplines, entwines a sensual and provocative vocabulary with a strong emphasis on music, text, video, and visual art. While grounded in choreographer Kyle Abraham's artistic vision, A.I.M draws inspiration from a multitude of sources and movement styles. For more information, please visit aimbykyleabraham.org.

A.I.M provides equal employment opportunities to all employees and applicants for employment. A.I.M prohibits discrimination and harassment based on gender, race, national origin, religion, age, sex, sexual orientation, gender identity, pregnancy, citizenship status, disability, veteran status, or marital/partnership status.

A.I.M values a diverse workplace and strongly encourages applications from ALL qualified candidates.

Principle Responsibilities:

- Oversee the safety of all performers and staff backstage and onstage, including maintaining a safe environment and ensuring access to first aid supplies.
- For the upcoming touring season, serve as the company's COVID-19 Compliance Officer (CCO) for all theater activities happening onstage and backstage, ensuring A.I.M performers and staff comply with both company and venue safety protocols, and liaising with the venue's CCO to ensure compliance by venue staff.
- With the Production Manager, create, distribute, and update production schedules.
- Create and maintain cue lists, run crew paperwork, spike charts, and other stage management paperwork as needed for each work in the company's repertory.
- Assist the Production Manager with the packing, loading, unloading, and transportation of all production materials.
- Assist in distributing and checking company luggage with dancers on tour.
- Assist in the load-in and load-out of equipment at venues, spike the stage, install focus lines for the Lighting Supervisor, and assist in the installation of scenery as needed.
- Set up dressing rooms, quick-change booths, and other backstage areas, and maintain company callboards.
- Manage the schedule of all onstage rehearsals, classes, and performances, and run all technical and dress rehearsals.
- Liaise with local house management to open the house, start the show, and coordinate late seating.
- Coordinate and supervise backstage operations during rehearsals and performances, including instructing local crew on their performance duties and ensuring the technical quality and consistency of all performances.
- Call company performances, and operate the company's Qlab computer during performances.
- Generate and distribute daily schedules, daily notes, technical rehearsal and performance reports, and other paperwork and materials as needed.
- After opening night, open the space for company class prior to artists' arrival.
- Manage medical and other personnel emergencies with other A.I.M. staff.
- Coordinate backstage hospitality on-site.
- Coordinate the acquisition and maintenance of props, and supervise props for performances.
- Create, maintain, and distribute wardrobe documentation, including costume breakdowns, quick change sheets, and photographs.
- Supervise local wardrobe staff for the proper maintenance of costumes before, during, and after performances, providing hands-on support as needed.
- Support costume needs, including correspondence with costume designers; costume fittings; and maintenance, repairs, and alterations.
- Maintain and restock supplies of wardrobe, hair, and makeup items, including shoes, undergarments, wigs, and company-provided hair and makeup products.
- Provide occasional on-site production support for rehearsals and other A.I.M events as needed.

- Other duties as assigned. Additional areas of responsibility in audio, video, and/or scenery may be assigned depending on the candidate's individual strengths.

Ideal Candidate:

- Previous professional stage management experience required; experience stage managing for dance highly preferred.
- Well-rounded understanding of theatrical production, including at least a basic understanding of lighting, sound, video, scenery, rigging, props, and wardrobe. Additional experience and expertise in select areas is a plus.
- Strong organizational and project management skills, including excellent attention to detail and the diplomacy and judgement needed to balance multiple tasks.
- Strong written and oral communication skills.
- Willingness to work independently and to collaborate with others.
- Basic knowledge of Microsoft Office and Google Suite applications.
- Proficiency in Qlab and Vectorworks are a plus.
- An active driver's license and the ability to drive vehicles including cargo vans within New York City and on tour is highly preferred.
- Able to work irregular hours and to travel both domestically and internationally.
- Willingness to be active for extended periods of time and able to transport up to 50 pounds.
- COVID-19 vaccination or willingness to receive COVID-19 vaccination required.

Application:

To apply, please email a cover letter, resume, and at least three references to jobs@aimbykyleabraham.org and include "Production Stage Manager" in the subject line. No phone calls please.