

## POSITION DESCRIPTION

### Assistant Production Manager, Five College Dance

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February 26, 2025

Organizational Unit	Academic Programs	FLSA Status	Non-exempt
Program/Project	Five College Dance	FTE (Calculated)	0.91
Supervisor	Production Manager, Five College Dance	Hours/Week	35 (full-time)
Appointment Term	August 2025-August 2027	Weeks/Year	48 (early August-late June)

#### Job Summary

This two-year post-baccalaureate role is designed for recent college graduates interested in gaining experience in production management and engaging in related professional growth and development.

The Assistant Production Manager provides production management support for the Five College Dance concert season on its multiple campuses. The Assistant Production Manager, in collaboration with and at the discretion of the Production Manager, provides the onsite production management for concerts and events, including: Five College Dance Fall and Spring Auditions, Smith Bare Bones Concert, Smith Fall and Spring Grad Event, Hampshire College Winter Concert, Mount Holyoke Student Concert, and UMass Amherst Junior Choreography Project. In addition, the Assistant Production Manager collaborates with the Production Manager to present the Five College Dance Production Workshop.

Established in 1978, Five College Dance (FCD), a nationally recognized program of the Five College Consortium, is a creative and intellectual collaboration organized between the dance departments and programs at Amherst, Hampshire, Smith, and Mount Holyoke Colleges and the University of Massachusetts Amherst. FCD advances embodied practice as a critical mode of inquiry, expression, and civic engagement across cultural and historical contexts. It cultivates new generations of artists, scholars, and practitioners to shape the field of dance and dance studies.

#### Duties

- Train, supervise, and mentor student technical crews throughout technical rehearsals, dress rehearsals, and performances.
- Supervise and mentor student workers in the production office.
- Maintain documents and training materials for technical crew positions.
- Work with the Production Manager to plan and organize all concerts and other events in collaboration with FCD Technical Director.
- Record and distribute minutes from production meetings.
- Coordinate fall and spring auditions in collaboration with the Managing Director for FCD faculty pieces, supervise the events, and work with faculty to aggregate cast lists.
- Assist with communication, coordination, and scheduling with faculty, staff, guest artists, and students.
- Assist with production preparation, coordinate communication between choreographers and technical staff, and follow up on contractual production specifications.
- Develop annual calendars, preliminary concert schedules, and all-inclusive concert deadlines sheet.

- Guide student artistic directors and committee members on aspects of their concert's publicity, which can include print materials, social media, and other virtual platforms.
- Supervise house management and box office preparation, training, and management at certain FCD schools, including the creation and management of complimentary tickets, communications, and box office software platforms.
- Assist FCD technical staff with the organization and preparation of concert lighting, audio, video, scenic, prop and costumes elements, as needed.
- Collaboration with the FCD Technical Director to maintain multiple studio theater spaces on several campuses.
- Maintain photo and video archival documentation and distribution.
- Maintain administrative and bookkeeping records and statistics for the FCD production office.
- Maintain archives of FCD concerts and inventory/equipment lists for many of the FCD theaters and studios in collaboration with the FCD Technical Director.
- Travel between campuses, occasionally working at more than one campus per day.
- Other related duties as assigned by the Production Manager, and occasionally, by the FCD Managing Director.

### Importance of Diversity to our Mission

Five Colleges, Incorporated and its five associated institutions are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas, and points of view for the essential contribution this diversity makes to the missions of our organizations. In support of this commitment, Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people within the organization itself, at the colleges, and in our partner organizations.

### Minimum Qualifications

- Bachelor's degree awarded within the most recent two academic years.
- Two years of academic coursework in theater or dance plus two years of experience in technical theater and/or production, or an equivalent combination of training and experience.
- A record of projects demonstrating artistic support and technical skills for numerous concurrent projects in a collaborative environment.
- Familiarity with a wide range of theatrical production-related software and control equipment. Examples include ETC lighting consoles, digital and analog audio consoles, Lightwright, QLab, Vectorworks, Auto-CAD, and OBS.
- Strong interpersonal, organizational and communication skills, both oral and written.
- High proficiency with the Google Workspace.
- Proficiency with Microsoft Office suite and Google Workspace, and a willingness to learn additional technologies and tools as required.
- High proficiency with web-based e-mail communications.
- Proficiency with social media platforms and practices, including Facebook and Instagram.
- Knowledge of safe practices for performing arts environments.
- Availability for evening and weekend events and activities.
- Willingness to participate and engage in DEI training and practices.
- Reliable access to transportation. This position requires the flexibility to work from varying Five Colleges locations, at times from multiple locations in a day.

- Capacity to meet (with or without accommodation) the physical expectations of the position, which include: ability to comprehend written and verbal communication; ability to assess the audio and visual conditions in a studio environment; ability to lift and carry up to 25 lbs. of equipment up and down ladders, to move pipes and risers, and to hang draperies; ability to communicate effectively in person, by telephone, by videoconference, and via email. Duties in this position are performed in both a typical office environment and in a theater setting.

### **Preferred Qualifications**

- Experience working with a diverse group of faculty and staff members, students, and freelance consultants.
- Familiarity with a wide range of graphic design platforms/software, publicity practices and resources.
- Familiarity with a wide range of virtual streaming/broadcast platforms, software and practices.
- Student (or intern) and professional staff supervisory experience.

### **Conditions of Employment**

- Employees must pass a post-offer background check (CORI & SORI).
- Employees with a driver's license are required to comply with Five College Driver Credentialing policies.