

POSITION DESCRIPTION

Assistant Production Manager

Organizational Unit	Academic Programs
Program/Project	Five College Dance
Supervisor	Production Manager, Five College Dance
Hours/Week	35 (full-time)
Weeks/Year	48 (early August through late June)
Appointment Term	August 2023-June 2025
FTE (Calculated)	0.91
FLSA Status	Non-exempt
Date	February 8, 2023

Job Summary

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.

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 sole onsite production management for the following concerts and events: Five College Dance Fall Auditions, Hampshire College Winter Concert, Mount Holyoke Student Concert, UMass Amherst Junior Choreography Project, and the Five College Dance Spring Auditions. Furthermore, the Assistant Production Manager collaborates with the Production Manager to present the Five College Dance Production Workshop.

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.

Importance of Diversity to our Educational Mission

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) 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 educational 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 at the colleges (students, faculty members, other employees) and within the organization itself.

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.
- Help to coordinate auditions for FC Dance faculty pieces, supervise the event, 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.
- Supervise and mentor student artistic directors and committee members on all aspects of their concert's publicity, including print materials, social media, and other virtual platforms.
- Supervise house management and box office preparation, training, and management for certain FCD concerts, 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.

Minimum Qualifications

- Bachelor's degree awarded within two academic years.
- Two years of academic coursework in theater or dance and 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, especially Word, Excel, and PowerPoint.
- 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.
- 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 25lbs 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.
- Availability for evening and weekend events and activities.
- Willingness to participate and engage in DEI training and practices.
- Ability to pass a post-offer background check.
- Ability to comply with Five Colleges, Incorporated's COVID-19 vaccination policy, or to qualify for an exemption.

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.