POSITION DESCRIPTION

Post-Baccalaureate Assistant Production Manager, Five College Dance

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: Two academic years, with option to renew for one additional year with satisfactory performance
FTE (Calculated):
FLSA Status: Non-exempt
Date: March 29, 2021

Job Summary

The Post-Baccalaureate Assistant Production Manager provides production management support for Five College Dance (FCD) events on multiple campuses.

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

- For assigned FCD and campus dance department productions, provide training and supervision for student technical crews, stage managers, producers, box offices, and house managers during rehearsals and performances
- Supervise the production office student staff
- Maintain documentation and training materials for technical crew positions
- Work with the FCD production manager to plan and organize all concerts and other events
- Record and distribute production meeting minutes
- Assist in coordinating auditions for FCD faculty pieces, oversee the audition event, and work with faculty to aggregate cast lists
- Assist with communication, coordination, and scheduling with faculty members, regular and adjunct staff, guest artists and students
- Gather and distribute information for choreographers, following contract and production specifications
• Create yearly calendars, preliminary concert schedules, and all-inclusive concert deadlines sheet
• Supervise student artistic directors and committee members on all aspects of their concert’s publicity, including print materials, social media, and other virtual platforms
• For assigned FCD concerts, supervise the preparation, training, and management of the house management and box office functions, by coordinating complimentary tickets, communications, and box office software platforms
• Assist FCD technical staffs with the organization and preparation of concert lighting, audio, video, scenic, prop and costumes elements, as needed
• Assist with maintenance of multiple studio theater spaces, on several campuses
• Maintain photo and video archive 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 FCD theaters and studios
• Assist with FCD event registration and follow-up surveys as needed
• Coordinate, organize, and participate in the annual FCD Production Workshop
• Travel between campuses, often working at more than one campus per day
• Other related duties as assigned by the FCD production manager, and occasionally, by the director of FCD

Minimum Qualifications

• Bachelor’s degree, awarded within two academic years of start date; preference given to graduates from one of the Five College institutions
• 2 years of academic coursework in theater or dance and 1 year of experience in technical theater and/or production, or an equivalent combination of training and experience
• A record of projects demonstrating artistic and technical skills for numerous concurrent projects in a collaborative environment
• Familiarity with a wide range of theatrical production related software and control equipment such as ETC lighting consoles, digital and analog audio consoles, Lightwright, QLab, Vectorworks, AutoCAD and OBS
• Strong interpersonal, organizational and communication skills, oral and written.
• High proficiency with Google applications, including Docs, Sheets, Slides, Forms, and Drives
• Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint
• Effective e-mail communications
• Proficiency with social media platforms and practices, including Facebook and Instagram
• Ability to update website content using a content management system
• Knowledge of safe practices for performing arts environments.
• Ability to lift and carry up to 25 lbs. of equipment up and down ladders, to move pipes and risers, and to hang draperies
• Availability to work evenings and weekends
• Access to reliable transportation for travel to multiple campuses (Employees driving for work must adhere to the driver credentialing policy.)
• Ability to pass a post-offer background check
Preferred Qualifications

- Experience working with a diverse group of faculty and staff members, students, and freelance consultants
- Familiarity with graphic design platforms/software, publicity practices and resources
- Familiarity with a wide range of virtual streaming/broadcast platforms, software, and practices
- Supervisory experience
- Willingness to participate and engage in diversity, equity, and inclusion (DEI) training and analyses; prior DEI training and education a plus