



## **Production Manager (Seasonal)**

*Brooklyn Bridge Park Conservancy is seeking a Production Manager for the 2024 season: March - November 2024.*

Brooklyn Bridge Park Conservancy plays a vital role in creating and energizing this community-focused, world-class urban oasis on the Brooklyn waterfront. A 501(c)3 non-profit, we bring this unique park space to life with more than 500 innovative and engaging educational, cultural, fitness and recreational programs each year. Our free and low-cost events create new and exciting opportunities for tens of thousands of NYC residents and visitors to learn, grow, and experience all that Brooklyn Bridge Park has to offer.

The Conservancy is seeking a part -time **Seasonal Production Manager** to support our programs & presentation efforts during our **2024 season, March - November 2024**. This position will report directly to the Director of Public Programs (DPP) and manage operations of the Public Programs season by leading production needs, scheduling and project workflow.

The Production Mgr. is a key member of the Programming Department at The Conservancy. The department presents approximately 150 programs annually, in genres including dance, music, theater, opera, sound installation, performance art, digital-only presentations, and related hybrids.

Performances take place in public spaces across Brooklyn Bridge Park. The production manager works closely with the DPP on realizing their vision by overseeing all production and technical aspects for Live Arts performances.

### **PRIMARY RESPONSIBILITIES & DUTIES:**

- Pre-production, including working with DPP & Public Programs Coordinator to determine staffing, budgeting, feasibility, and other production needs in early stages of project development
- Create ground plans and stage plots
- Create, maintain, and track production budgets, ensuring adherence to budget constraints
- Schedule, manage, and supervise part time AV technicians and stagehands
- Coordinate backline and equipment rentals
- Oversee onsite production activities including load in/load out (in-house and vendor equipment), setup, rehearsals, performance, strike, vehicles/transport, etc.
- Create production/tech schedules and runs-of-shows as well as develop production advance spreadsheets
- Coordinate audio/video capture and documentation processes for performances
- Ensure all artists and crews adhere to Conservancy's safety policies and procedures
- Supervise in-park production of cultural and recreational programs, directing the help of outside partners, vendors and seasonal staff. Program offerings include, but are not limited to, music festivals, outdoor movies, dance and theater events, kayaking, fitness classes, and athletic leagues
- Setup/breakdown/operate audio equipment for small to mid-scale events, confidently run in-house audio, stage, and lighting equipment utilizing varied power sources; maintain backline inventory for our events and artist support
- Manage necessary documentation & permissions for programs, including park, fire and sound permits
- Support supervising and training a seasonal workforce of 15-20, in partnership with the DPP and Public Programs Coordinator
- Communicate regularly (phone, email, in-person) with staff, partners, vendors, and program participants
- Track participant data, including statistics/attendance, and head survey collection with Public Programs Coordinator, maintain inventory control and maintenance of all programming equipment; order materials related to programming and retain file back-ups of all details
- Lead production meetings with all relevant stakeholders. Facilitate communication with suppliers, internal and external stakeholder & technical specialists



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- Develop and steward relationships with artists, crew, designers, suppliers, and other production personnel to ensure effective communication throughout the production process
- Work directly with Park Operations to successfully facilitate programs. Liaise with departments across the Conservancy (Curatorial, Security, Ops, etc.) to ensure clear communication and ample time for problem-solving

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Bachelor's degree or equivalent required with at least 4 years of experience in event production, public programming, recreation, arts & culture, or comparable training
- CAD/Vectorworks or other design software experience required
- Experience operating sound equipment (PA systems, audio mixers, mics, cables, portable/generator power, etc.)
- 3-5 years of experience working with audio and lighting systems, backline equipment, projection, live streaming, staging, rigging, and power requirements
- Ability to communicate effectively in both verbal and written format
- Ability to exercise diplomacy in dealing with others, establish and maintain cooperative working relationships; experience supervising, training and evaluating others (intern or volunteer level is acceptable)
- Capacity to function in a fast-paced environment and adapt quickly to changing priorities
- Strong customer service, communication, and interpersonal skills
- Valid state driver's license with clean driving record required. Must be comfortable driving in tight areas around construction, cyclists and pedestrians
- Capability to work outdoors in all weather conditions, as well as the ability to perform physical labor (able to lift 40 pounds, regularly). Work may also be performed at the natural shore line and on unstable ground
- Ability to work a flexible schedule to meet program needs (regular evenings, early mornings and weekends) is required
- Capacity to confidently and accurately enact Conservancy safety procedures required by staff, program partners and program participants, as well as enforce compliance, communicate related guidelines, and promptly resolve issues as necessary
- Proficiency in Microsoft Office, Google suite, and Adobe programs

### **Compensation:**

This is a part time hourly seasonal position. Pay rate is \$40 per hour for the season (March 1 - Oct 31).

### **How to apply:**

Please submit a cover letter, resume and a list of two references (include their names, titles and emails) as a single PDF file to the programming department at [programming@brooklynbridgepark.org](mailto:programming@brooklynbridgepark.org). Please include, "Production Manager - [YOUR NAME]" as your subject line. Interviews will be conducted on a rolling basis until this position is filled. Only those candidates selected for an interview will be contacted.

*Brooklyn Bridge Park Conservancy provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Committed to an inclusive and equitable work environment, BIPOC candidates are strongly encouraged to apply.*