

POSITION TITLE: Production Manager, New York Live Arts

DEPARTMENT: Production

REPORTS TO: Director of Production

CLASSIFICATION: Full-time, Exempt, Non-Union

SALARY: \$64,500-\$66,500

START DATE: Jan 20, 2026

POSITION SUMMARY:

The Production Manager is an integral part of the production team at New York Live Arts and is responsible for advancing all Independent Works, supervising the technical crew and ensuring that artists' production requirements are met throughout technical rehearsals, performances, and load-outs. The Production Manager works in collaboration with the Director of Production, A/V Manager, and Lighting Manager to assist artists and achieve their visions within the parameters of New York Live Arts organizational goals.

POSITION RESPONSIBILITIES:

GENERAL:

- Serve as liaison between New York Live Arts and Season Artists and Independent Works clients, with an emphasis on maintaining a positive relationship and high-caliber productions.
- Serve as the Production Manager for all Live Arts programming in theater, studio, and lobby

INDEPENDENT WORKS & LIVE ARTS PROGRAMMING:

- Generate estimates, show notes, and bill-outs for all independent works and season shows as assigned.
- Create show-related documentation as needed.
- Review advance paperwork, drawings, schedule, and crew for all shows. Provide input in a timely manner.
- Assist Audio/Video Manager and Lighting Manager as needed with physical prep work for future shows. This may include: Color prep, shopping for expendables and materials, assist in the pre-installation of lighting, scenic, a/v elements as needed.
- Obtain all necessary NYFD certifications including F03, S95, E05.
- Update show notes, Handy, and google calendar with actuals for scheduling, crewing, and equipment.
- Create and distribute production books and reports for all shows.
- Act as Production Supervisor for season programming and independent works as assigned

CREW RELATED:

- Book Crew. Maintain updated crew lists. Create and update employee personnel paperwork and timesheets for overhire crews. Assist with the replacement of crew as needed during the show run.
- Manage the *When I Work* system.
- Train overhire crew, keep notes and provide feedback on crewing documents.
- Supervise training and track required certification for Production Coordinators.
- Maintain schedule, breaks, and protocols during crew calls and tech rehearsals, performances, and load-outs in accordance with Live Arts Labor Policy.
- Supervise the show crew to maintain the design of the show during performances.
- Create and maintain bi-weekly timesheets. Confirm crew hours during calls. Submit completed timesheets to the Director of Production within deadlines.
- Maintain a safe working environment and ensure all COVID-19 and other safety procedures are followed.

VENUE RELATED:

- Maintain supplies and storage areas backstage, including lighting, scenic, a/v, wardrobe, and dressing room areas for theater and studio spaces.
- Maintain inventories of expendables.
- Assist in maintenance projects as needed.
- Assist the Director of Production with credit card reconciliation when assigned

SKILLS:

- Experience leading crew calls and maintaining schedules, attention to detail, customer service, self-motivated.
- Broad working knowledge of all aspects of theatrical lighting, scenic, and video equipment.
- Proficient in Google Suite,
- Basic knowledge of Vectorworks and QLab is a plus.
- Proven supervisory skills, strong communication and interpersonal skills, positive attitude, team player, collaboration skills, problem-solving skills, and a good sense of humor.
- Ability to meet deadlines and work in a fast-paced environment.
- Plus: Covid Safety Officer Certified, bi-lingual.

TO APPLY:

Candidates are invited to send a cover letter, resume, and references (no phone calls please) to careers@newyorklivearts.org. Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: "PM Search"