Position Description

Title: Production Coordinator
Department: Production Department
Reports To: Associate Director of Production
Internal Contacts: Faculty, Staff, Students
            Over-hire workers, Guest Artists, Designers
External Contacts: Vendors, Parents, Patrons
Employment Status: Full-time; Non-Exempt; Union

The Production Coordinator will pursue the Department’s main mission: To provide a safe and professional performance environment to all members of the MSM community, including Students, Faculty, Staff, and Patrons, while supporting the goals of the School and maintaining and preserving the physical integrity of the performance venues.

Domains:
- Coordinates the production planning and execution of upcoming events in assigned venues, as determined by the crew schedule, using the EMS Scheduling software and the INDECS (Inter-Departmental Event Coordination Sheets).
  - Reaches out to event organizers to gather information.
  - Creates drawings, run sheets, and other documentation as needed.
  - Liaises with the Associate Director of Production to request additional crew as needed.
  - Provides documentation to event crew as appropriate.
  - Completes Event Reports and archives event information in the school network files.
- Assists the Associate Director of Production in scheduling necessary production, tech, or maintenance time.
- Supervises and trains students and over-hire crew on MSM policy and practices.
- Maintains the physical space, including cleaning, repairing, performing special maintenance, and keeping inventory of equipment.
- Suggests improvements for venue (e.g., storage or future purchases).
- Performs special projects as determined by the Associate Director of Production.

Job Details:
- This work is performed under a collective bargaining agreement with IATSE Local 1.
- This position is full-time, year-round, with benefits through IATSE Local 1.
- Production Coordinator does not have a set schedule, and may be required to work evenings, weekends, and daytime office hours as needed.

Job Requirements:
- BFA or BA in Theater or other arts discipline is preferred, or similar professional experience.
• Experience as a stagehand and/or crew head, with 2+ years experience as a Stage Manager, Production Manager, or Technical Director preferred.
• Professional demeanor, superior communication skills, comfort in high-pressure situations, adaptable, solution-oriented, and skilled in collaboration.
• Familiarity with ETC lighting consoles, basic A/V systems, and traditional orchestral and contemporary musical equipment.
• Working knowledge of Microsoft Word, Excel, Outlook, Access; knowledge of EMS Software and Vectorworks CAD Software preferred.
• Must be certified as a NYC Fire Guard, CPR, and First Aid; training available for the suitable candidate.

Contact Information:
Send letter of application and résumé including three references and wage requirements with subject line “Production Coordinator Position” to:

Brianna Poh  
Associate Director of Production  
bpoh@msmny.edu

No phone calls, please.

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