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## Manhattan School of Music Position Description

<b>Title:</b>	Associate Director of Production
<b>Department:</b>	Performance & Production Operations
<b>Reports To:</b>	Director of Production
<b>Supervises:</b>	Production Management Assistant, Union Production Coordinators and stagehands (full-time and part-time overhires); student event coordinators, stage managers, and stagehands
<b>Internal Contacts:</b>	Students, Faculty, Staff
<b>External Contacts:</b>	Overhire crew, IATSE Local 1 union administration, guest artists, designers, theatrical equipment vendors including lighting, rigging, scene shops, contracted or staff production managers and associate production managers
<b>Employment Status:</b>	Full-time, exempt

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The Associate Director of Production plays a primary role in support of the School's more than 1200 annual events in both the College and Precollege. The Associate Director works closely with their team, the Director of Production, and the Dean of Performance and Production Operations to ensure that physical and human resources are utilized equitably and efficiently to meet the needs of all events at MSM. Responsibilities include oversight of production and performance operations for orchestra, jazz, and chamber music concerts, recitals, master classes, competitions, and special events. The position supervises a part-time Production Management Assistant, IATSE Local 1 union full-time and overhire labor, and student event coordinators, stage managers, and stagehands.

### Job Responsibilities:

- 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.
- Plan and run event-specific production meetings as required by the concert calendar to facilitate event planning.
- With the Managing Director of Instrumental Ensembles, develop rehearsal schedules and secure necessary production staffing for each concert cycle as required. Assist with backline rental, equipment transportation coordination, and other production needs when necessary.
- Liaise with Facilities and Piano Technical Services regarding cleaning needs and piano delivery/tuning needs for each event
- Serve as primary liaison with Distance Learning and Recording Arts to ensure the proper recording, livestreaming, setup and tear down arrangements for all scheduled events.
- Manage part time production crew (Stage Managers, Stagehands), including maintaining the employee database and adhering to IATSE Local 1 contract.

- Assist Director of Production with processing payroll for production department.
- Interview, hire, train, and supervise student production crew (Stage Managers, Event Coordinators, Stagehands, Production Assistants) in their work, including event reporting and clerical or maintenance tasks.
- Oversee concert production for MSM Summer and Precollege
- Supervise purchasing, maintenance, and documentation of physical plant needs in the school's venues.
- Assist in the creation and development of projects, procedures, policies, and paperwork to further improve the Production Department, including safety and training.
- Pursue special projects and serve on committees as determined by the Dean of Performance & Production Operations and other senior staff.
- Serve as night manager on call as required.

**Job Requirements:**

- Superb verbal and written communication skills
- 5+ years performance operation and stage management experience in environment with varied performance and venue types, 3+ year management experience
- Professional demeanor, superior communication skills, comfort in high-pressure situations, adaptable, solution-oriented and skilled in collaboration
- Working knowledge of Microsoft Word, Excel, Outlook required; knowledge of Access, EMS, and Vectorworks CAD software preferred.
- F-03 NYC Fire Guard Certification & CPR and First Aid Certification required; training available for appropriate candidate.

**Contact Information:**

Send letter of application and résumé including three references to:  
 Maddi Lucas Tolliver, Dean of Performance and Production Operations  
[mtolliver@msmnyc.edu](mailto:mtolliver@msmnyc.edu)

*No phone calls please*

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origina, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.

