



CENTER FOR PERFORMANCE RESEARCH

JOB DESCRIPTION PRODUCTION COORDINATOR

Status: Contractor
Schedule: As-needed, 4-hour minimum
Rate: \$30-\$35/hour, depending on the program
Supervisor: Production and Facilities Manager

Position Summary

The Production Coordinator is a contractor position which facilitates and supports technical production for CPR programs, including public performances, rental programs such as the @CPR Performance Series, film and photo shoots, and other rentals and events. Production Coordinators may have a technical focus with general production knowledge, or a specific technical skillset, and are hired based on the specific productions needs of a given program. Production Coordinators support and represent CPR as a welcoming, accessible, creative, experimental, artist-centric space, and often work creatively and generatively with artists to further their creative process, providing resources, support, and guidance to help manifest their ideas at CPR.

Responsibilities

- Consult with artist(s) on site at the beginning of the call to establish a manageable schedule, goals, and to discuss any design and execution elements.
- Run technical elements of the program as assigned, including lighting, sound, projection, and restore studios and equipment at the conclusion of the program.
- Manage expectations of time and capacity to support the project while on site.
- Support the smooth operation of the program, in collaboration with CPR staff, Event Managers, and artists.
- At the conclusion of each day, send a production report to CPR staff summarizing what occurred, any issues, and other pertinent information.
- Generally, be a “steward of the space,” remaining aware and taking good care of CPR’s facilities, as is required of all CPR staff and contractors.

Qualifications

- Bachelors’ degree with a minimum of 3 years’ experience in technical production for the performing arts, or equivalent education and experience.
- Expertise in one or more systems typical to theatrical production, including lighting, sound, or projection. A focus on lighting with additional or general production knowledge is desired.
- Other desired skills and experience (in combination with expertise in one or more of the above) include rigging, carpentry, stage management, or electricians.
- Experience and familiarity with live performance practices, across multiple disciplines, with a focus on contemporary, experimental dance and performance desired.
- Demonstrated strength in managing time, completing tasks, and being proactive, patient, and accountable, with strong interpersonal skills, demonstrated ability to communicate with a range of people and personalities, and friendly demeanor.
- Knowledge of, interest in, and/or connection to the NYC contemporary and experimental dance and performance field.

About CPR – Center for Performance Research

CPR is dedicated to supporting artists in the development of new work in contemporary dance and performance. CPR forefronts the artistic process, and upholds a belief that embodied art forms are vital vessels for creativity, connection, and social change. CPR's programs support artistic creation at all stages of development, and provide artists with a wide range of opportunities for development, experimentation, and exchange. Programs are concentrated in three areas: 1) Artistic residency programs which provide creative and professional development support for a diverse range of artists working across an array of contemporary performance practices; 2) Curated and open call public programs that focus on incubation and research, exposing local audiences and the wider NYC arts field to contemporary performance practice and process; and 3) a Subsidized Space Rental Program which ensures that artists can access affordable space for creation and presentation. For more information, visit www.cprnyc.org.

Accessibility

CPR is an accessible and ADA-compliant venue located on the ground floor. There are two single-occupancy all gender restrooms, one being wheelchair accessible. The entrance for CPR staff has one small 6-inch step up from the sidewalk, while a wheelchair-accessible public entrance is available. There are three steps up to the tech booth in CPR's Large Studio. Production Coordinators may be required to climb ladders and lift small- to mid-sized objects such as theatrical lighting units, projectors, and other a/v equipment.

To apply as a Production Coordinator

Please send your resume to Nico Cabalquinto, Production and Facilities Manager, at nico@cprnyc.org. Please include your name and "Production Coordinator Application" in the subject line, and include a brief narrative description of your relevant experience and skill levels with technical systems such as lighting, sound, and projection, and 2-3 professional references.