

**Organization:** Island Moving Company  
**Department:** Production/Operations  
**Job Title:** Company & Production Manager  
**Position Status:** Part time (20-25 hrs. per week)  
**Salary:** \$28,500  
**Effective Date:** August/September 2021



**About:**

The Island Moving Company (IMC) is a national recognized Contemporary Ballet Co that provides local and regional communities with a resident professional dance company. IMC's mission is to build the cultural, educational, and economic vitality of Newport County RI. IMC produces five productions a year in our community and tours across the country and internationally. The company is currently engaged in a capital campaign to build a permanent home-A Center for Dance & Education that will house a 180-seat flex performance space in Newport.

**Position Description:**

**The Company & Production Manager** works in close conjunction with IMC's Executive Director (ED) for all administrative, financial, and marketing responsibilities and with the Artistic Director (AD) and Associate Artistic Director (AAD) for production responsibilities, program execution, and dancer's annual contracts.

The Company & Production Manager works across IMC's education, finance, and marketing areas to execute the highest level of production values/patron experiences, and to ensure clear communications related to all production needs.

This is a 12-month position that requires occasional weekends and evening work as necessary for productions. When IMC's new home is fully operation, the position is anticipated to move to Full-Time to manage additional responsibilities associated with operating the flex performance space and expanded production schedule.

**Essential Production Responsibilities:**

- Ensure efficient, professional, and safe operations of all IMC productions & events
- In coordination with artistic staff, create all schedules
- Design, maintain and disseminate global rehearsal, studio & production calendars
- Call & facilitate regular and effective production/design meetings
- Ensure timely completion of all schedules, deliverables, and tasks
- Oversee production life cycle from load-in to load-out
- Supervision/oversight of production vendors, tech crew, costume & production designers, technicians, and stage managers-filling stage manager role when needed
- Maintain digital assets library and coordinate all uploads/downloads of digital music, video, and image files for use by program & marketing staff
- Coordinate housing, transportation, and logistics for visiting artists
- Oversee all Special Events and Productions
- In conjunction with ED & AD, develop and administer production budgets
- Work to resolve all technical and operational challenges creatively and proactively
- Maintain compliance with all OSHA and ADA regulations for each production

### **Essential Company & Operational Responsibilities:**

- Generate and track seasonal and yearly contracts for company dancers
- Produce contracts for Choreographers, residencies, performances, educational programs, and other bookings
- Research, negotiate and secure all licensing and use rights for choreographers, composers, and music
- Contract with vendors, venues, personnel for special events and productions
- Apply for and secure all required permits/entertainment licenses from City and ensure compliance with all city and state regulations etc.
- Participate in dancer meetings and reviews; develop and implement company policies, revise dancers' handbooks, and manage dancer relations
- Participate in Season planning, and budget forecasting with AD & ED

### **Qualifications for Success:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Anticipation of, and proactive response to leadership and artistic staff needs and requests are critically important.

### **Education and/or Experience:**

- Associate or Bachelor's degree; three (3) or more years of related experience in theatre, production, and stage management, technical theatre, and general management
- Interest and/or involvement in an arts related enterprise
- Equivalent combination of experience and education

### **Technical Skills:**

- Theatrical production best practices and procedures
- Relevant software and technical knowledge

### **Computer Skills:**

- MS Office Suite, G Suite, Office 365/One Drive, QuickBooks, Photoshop, Adobe, experience with Salesforce based CRM, mail chip and Word Press are helpful and desirable

### **Other Qualifications for Success:**

- Dynamic individual who is goal oriented, adaptable to change, requires minimal supervision, and has excellent communication, collaboration, and problem-solving skills
- Strong attention to detail and accuracy, ability to organize information and prioritize work in a fast-paced environment
- Excellent work ethic, relationship oriented, and understands how to balance job demands

### **To Apply, Contact:**

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