



## **ODC Campus Production Coordinator**

### **Background:**

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world class dance company, an innovative presenting theater and digital platform, a dance school for movers of all ages and abilities, and ODC Health with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and a fitness program for all levels and abilities. Guided by Founding Artistic Director Brenda Way, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a two-building campus consisting of a Dance Commons and the ODC Theater in San Francisco's Mission District (when in-person activities are allowed), and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for 50 years.

### **Position Summary:**

Reporting to the Director of Production, and working closely with ODC's theater, school, fit program, health initiatives as well as its facilities and operations staff, ODC's Campus Production Coordinator plays the lead role in arranging for and meeting the specific production and on-going technical needs for internal ODC programs, facility rental clients and select special events on the ODC campus. The role is assisted by other ODC production staff. Responsibilities include, but are not limited to, staffing crew shifts, advancing rentals and ODC productions, maintaining theatrical equipment, studio audio equipment, interfacing with artists and organizations presenting, co-presenting or being presented by ODC in its facilities, supporting all aspects of live performance production in ODC's facilities and/or other Bay Area touring and event venues.

### **Compensation:**

The Campus Production Coordinator is an at-will, part-time, hourly, non-exempt position (eligible for overtime). The expected timebase for this role is 20-28 hours/week. Hourly compensation of \$25-27/hr DOE.

### **Essential Duties and Responsibilities:**

- Represent ODC and facilitate positive and efficient working relationships with ODC staff as well as artists and organizations presenting, co-presenting or being presented by ODC in its facilities.

- Create, articulate and maintain ODC's technical and production standards and policies to meet the artistic vision of ODC and its affiliated partners.
- Help ODC Theater and Production staff with reporting and dissemination of all production information to incoming artists.
- Facilitate ongoing communication between artists, production staff, technical crews and other staff as needed to ensure effective coordination of resources and activities.
- Determine and/or advise equipment needs relative to labor and budget.
- Track and keep artists, Theater staff and DOP apprised of all project-related costs, especially labor and equipment rentals.
- Execute and confirm scheduling of technical crew for ODC Theater and Studio activities/events. Secure or serve as back up crew in case of emergency schedule changes.
- Schedule and supervise load ins and load outs.
- Attend relevant weekly staff and production meetings and client meetings as needed.
- In coordination with DOP, schedule, attend and/or supervise technical rehearsals as required by production schedule assignments.
- Oversee House Technicians on layout, equipment and technical issues, and policies and best-practices.
- Direct and verify the restoration of Light Plot and other facilities to base specifications at the end of a production.
- Submit any expenses and follow up evaluations of rental, co-present and present events in the ODC Theater and other facilities.
- Handle layout, equipment and technical issues specific to ODC performance spaces.
- Troubleshoot technical issues as they arise in the theater and across the ODC campus.
- With the DOP, coordinate and/or provide the pickup/delivery and return of rentals.
- Draft production schedules for projects presented by ODC Theater and coordinate with artists to reflect their project specific needs.
- Occasionally work technician shifts.

#### **Required Qualifications:**

- Must be over 21 years of age and eligible to work in the US
- Must be available to work on site at the ODC campus for on-going in-person projects (located at 351 Shotwell Street and 3153 17th Street in San Francisco, CA).
- Excellent communication skills (verbal and written).
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, collaborative environment, in both supervisory or supervised roles.
- Organized, with excellent skills in prioritizing, scheduling and time-management; strong creative problem-solving abilities.
- With notification in advance, must be able to be on call after-hours and on weekends where appropriate.
- Must have a valid driver's license. Comfortable and experience with driving a Box Truck preferred.
- Working knowledge of audio and video equipment, software and practices, including but not limited to live audio mixing, music recording, video recording, basic video editing and archiving, projectors, Qlab, etc.

- Working knowledge of lighting equipment, software and practices, including but not limited to ETC lighting & control boards, DMX, scrollers, LEDs, movers, Vectorworks and Lightwright.
- Familiar with all aspects of theatrical production including basic to advanced knowledge of: lighting, scenic, sound, video, rigging, etc.
- Interests in performing arts and the advancement of the arts.
- Ability to manage others and attend to administrative duties.

### **Physical Requirements and Work Environment**

- Work is performed primarily in a performing arts facilities setting.
- Work is primarily performed standing, walking and sitting.
- Must be able to lift and carry 50 lbs.

### **To Apply**

- To apply, please send a cover letter, resume, salary requirements to [hr@odc.dance](mailto:hr@odc.dance). Please reference “Campus Production Coordinator” in the subject line of your email. Position is open until filled. No phone calls, please. Note, resumes submitted without a cover letter and salary requirements will not be considered.

*At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.*