



Production Stage Manager (Full-Time)

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, 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 three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, 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 more than 50 years.

Position Summary

Reporting to the Director of Production, the Production Stage Manager supports ODC's production efforts by providing support, stage management, coordination, planning and execution of the technical and stage elements for ODC's professional dance company, and, to a lesser extent, the organization's other programs.

This is an at-will, full-time, exempt role with a minimum of 43 weeks of work per annual season. As assigned by the Director of Production, the PSM provides day-to-day management of schedules and communications between relevant production, design and artistic team members as needed. The role maintains a positive working relationship with designers, other members of the production staff/contract team, members of crew and with the organization's company dancers and presented artists.

Specifically, the PSM's responsibilities include providing studio and theater support for the Company's rehearsals and performances; handling Company tour logistics; producing, creating and disseminating schedules and related materials; pulling together wardrobe items and props; assisting with all aspects of live performance production. They organize and maintain documentation, provide or coordinate video archiving and call cues for repertory works.

Roles & Responsibilities

Stage Management Duties:

- Create and maintain accurate cue sheets
- Call cues for all performances
- Prepare rehearsal and costume fittings schedules
- Provide production support to the company in rehearsals. This includes set up and management of rehearsals, and can include cleaning/prepping/taping studio floors, props, scenery, costumes and set up of AV equipment/operating Qlab when needed
- Monitor and maintain cleaning supplies for the studio
- Maintain schedules for studio rehearsals, technical rehearsals, and performances
- Work closely with choreographers and design teams of new works to support and develop the work
- Create and archive accurate venue, rehearsal, and performance reports
- Posting signage in theaters on tour and walking directions from hotel to theater
- Maintaining a complete first aid kit for onstage use
- Reserve rehearsal and studio space.
- Maintain video archives
- Ensure a safe and secure performance environment

Production Duties:

- Assist the Director of Production with planning and implementing the production needs and logistics for the Company, including both its home performances and tours. These responsibilities include generating/managing production paperwork such as schedules, tourbooks, call sheets, signage, plots, wardrobe information, etc
- With Director of Production, supervise local stagehand staff work assignments at performance venues during load in, rehearsals, performances and load outs.
- Coordinate and supervise load-in/load-out and truck pack/unpack.
- Supervise and manage the installation and maintenance of marley floor and props.
- When needed, assume responsibilities of Director of Production, and/or Company Manager.
- With the Director of Production, Lighting Supervisor, and Wardrobe Supervisor, maintain Production archives, such as: lighting documentation, costume inventories and photos, digital show files and any other pertinent documentation.
- Travel with ODC Dance Company on tour.
- Manage freight & transportation logistics, including vehicle reservations and driver schedules & transporting scenery and wardrobe by car/truck. This includes assisting the Company Manager with ground transportation for dancers and crew.
- Maintains archive of production materials for Company repertory, including new works, past works and tours
- Monitor and maintain office supplies for the Production department.
- Other duties as assigned.

Qualifications

- Minimum 21 years of age and eligible to work in the US.

- Based in proximity of the Bay Area to allow regular on-site work on the ODC campus (351 Shotwell Street, 3153 17th Street, 3175-77 17th Street, San Francisco, CA 94110)
- Bachelor's degree in stage management or a production field
- Minimum of two years in a similar position, including touring dance, live theater, concerts, and/or production experience;
- Experience calling cues for theatrical productions.
- Must have prior experience in a similar position and a comprehensive knowledge of a performing arts organization.
- Experience working in small work group environments
- Experience leading stagehands in union and non-union environments.
- Functional competencies in the use and operation of production lighting and sound equipment.
- Computer skills: Mac OS X, Google Suite, QLab.
- Ability to adapt to a wide range of venues and adhere to the highest production standards.
- Ability and willingness to lift, push and pull heavy road cases and be an active participant in all aspects of load in/out.
- Outstanding organizational and time management skills and meticulous attention to detail.
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to take initiative, multi-task, and work graciously in a fast-paced environment.
- Ability to work with diplomacy and tact and remain calm under pressure.
- Flexible with a theater-oriented work schedule, including weekend and evening work plus occasional extended hours; willing to work overtime when required.
- Some travel required in order to accompany the ODC Dance Company on Tour.
- Must have valid Passport and Driver's License.

Physical Demands and Work Environment

- Work is performed in an office, rehearsal studio, and performing arts facilities setting with opportunity for remote working when on-site schedule is not needed.
- Work is primarily performed sitting, standing and walking.
- Must be able to lift and manipulate theater equipment.
- Ability and willingness to lift, push and pull heavy road cases and be an active participant in all aspects of load in/out.
- Must be able to lift 50 lbs.

Compensation and Time Base

- This is an at-will, full-time, exempt position, this position is based on ODC's San Francisco, CA campus and offices with arrangements for some remote work.
- Salary of \$70,000 - \$74,000 DOE
- The role earns and accrues ten (10) days per year of paid time off as well as sick leave. In addition, as a member of ODC's full-time staff, this role receives three (3) additional days as floating holidays. This role also receives these paid holidays each year: New Year's Day, MLK or President's Day, Memorial Day or Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and ODC's administrative winter break—which is December 24 – December 31.

- As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), a retirement savings plan and a life insurance plan. Additional benefits include pre-tax commuter deductions, access to tuition-free dance classes at ODC, complimentary tickets to select ODC performances, and a dynamic work environment.

To Apply

- To apply for this position, please email your current resume and a cover letter to: HR@odc.dance
- Note, please reference "Production Stage Manager" in the subject line.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

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.