



Manager, Production and Operations

Job Location: New York

Status: Full Time Exempt

Reports to: Director, Operations

*Are you looking to make a direct **impact** on youth and poor communities by **developing** the lives of the people you reach?*

*Become a part of our **growing** national non-profit team whose **purpose** is to bring out the **All Star** in everybody.*

Job Summary

The Manager, Production and Operations is a skilled production and project manager, with a working knowledge of theatre and event tech. This role will manage the day-to-day operation and technical aspects of a 31,500 sf performing arts center. The All Stars Project's center for performance and youth development houses two to three theatrical productions a year, along with a full complement of programs, performance workshops and special events. The Manager, Production and Operations is responsible for the maintenance of technical equipment, and will work closely with All Stars Project staff members on all in-house special events and partnership productions. The Manager, Production and Operations, reports to the Director, Operations and Associate Managing Director.

Job Responsibilities

Production Management

- Maintain all technical systems and equipment for three theatres in good working order.
- Maintain inventory of all technical equipment which includes, but is not limited to lighting inventory, spare lamps, and other perishables.
- Update and maintain manuals for theatre technical equipment operation and troubleshooting.
- Function as liaison to and oversee all outside designers, including the supervision of lighting hangs, scenic construction and AV equipment.
- Manage the relationship with theatre partners which includes, but is not limited to identifying technical needs, scheduling load-ins/load-outs and coordinating rehearsal needs and coverage.
- Manage and train volunteers and staff on use of technical equipment.
- Manage and guarantee technical elements for all facility activities which include coordinating needs with directors and managers of ASP.
- Function as a fire safety personnel, fire drill conductor and fire alarm supervisor (certification by Fire Department).
- Ensure that every paid performance has a certified fire safety personnel (F-03) in the house.
- Ensure that fire and building codes are adhered to in theatrical spaces.
- Guarantee the safety of the center which includes but is not limited to conducting weekly safety checks of sets, daily fire checks combined with written report, and routine safety checks for each production (lighting hangs and set construction).

Operations Management

- Maintain and respond to physical plant issues at the All Stars Project facility. This includes but is not limited to HVAC systems, plumbing, electrical and alarm equipment.



- Oversee and manage regular maintenance in the facility. This includes contracting with and supervising outside vendors as necessary.
- Supervise facility maintenance assistant.

Qualifications

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Strong verbal and written communication skills.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.
- Excellent interpersonal and relationship-building skills.
- Strong project management skills to produce quality results in a timely manner.
- Comfortable working in a fast-paced entrepreneurial environment.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified work load.
- Highly detail-oriented, organized, and motivated.
- Strong intellectual curiosity.
- Professional experience with all technical aspects of theatre, including but not limited to lighting, set construction, rigging, audio, and video.
- Proven ability in maintaining high standards of safety and quality; strong set construction and rigging skills a plus.
- Ability to create and read drawings and lighting plots.
- Mac proficient; familiarity with VectorWorks, QLab and Adobe Creative Cloud a plus.
- Must have flexibility in hours, including regular evening and weekend hours.
- Bachelor's degree preferred

The Organization

The All Stars Project, Inc. (ASP) transforms the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. The ASP has pioneered a model for youth and community growth that makes use of cutting-edge discoveries in human and social development, as well as state-of-the-art practices from the worlds of theatre and improvisation. ASP is 100% privately funded and creates and sponsors free innovative programs that engage people of all ages from poor, urban communities in Afterschool Development, a new way of engaging poverty. ASP was founded in 1981 and has locations in Newark, Jersey City, Chicago, Dallas, and the San Francisco Bay Area and a bustling 30,000-sf national headquarters in New York City.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org.

*Indicate “**Manager, Production and Operations**” in the subject line of your email for fastest consideration. To learn more about All Stars Project, please visit our website at <https://allstars.org/>*