



*A contemporary artist residency, dance and performance center,
for Martha's Vineyard and beyond*

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The Yard is seeking a year-round Production Manager to join our team full-time for six months/year (mid March to mid September) and half-time the rest of the year.

Job Description

Organization Summary –

The Yard is a nonprofit creation and performance platform for local, national, and international artists, with a focus on contemporary dance. Founded in 1973 by the late choreographer Patricia Nanon, The Yard provides paid space, time, and resources for performing artists to create, perform, and engage with our community. We share these artists' work publicly through presentations and wide-ranging educational experiences for all ages. Through these programs and more, we provide year-round opportunities for our community to experience the arts.

Located on the island of Martha's Vineyard, The Yard's 2.6 acre campus is in the "up-island" rural town of Chilmark. Our 100-seat black box theater and open-air studio are operable in the summer months. Three residences also sit on the property and serve as artist and staff housing. In the cold-weather months, we offer programs in various offsite locations, ranging from performances at the 700-seat Martha's Vineyard Performing Arts Center to libraries and community centers across the island.

Our Mission –

The Yard supports diverse, contemporary dance-makers and related artists in their creative processes through paid creative residency, public performance, long term education, and artist driven civic engagement. We serve all ages and cultural populations on Martha's Vineyard, and work collaboratively with artists, producers, and other cultural organizers within regional, national, and international contexts.

For more information about The Yard, visit dancetheyard.org.

Production Manager Job Description –

Reports To: Program Director

Employee Class: Full Time Seasonal

Work Location: 1 The Yard, Chilmark, MA 02535 on Martha's Vineyard with flexibility to work remotely eight months/year (must be on-site, full-time from mid May to mid September)

The Production Manager oversees all performances and other live or virtual events produced or otherwise run by The Yard. The Production Manager works with and supervises the production department in planning and executing all artist residencies and tours; assists in scheduling onsite and offsite community programs; and supports the upkeep and organization of The Yard's campus, including artist and staff housing, studio, and theater spaces. This is a very hands-on position.

The Production Manager supervises the Lighting Supervisor, Sound Supervisor, all interns in collaboration with other department heads, and overhire crew on a per-show basis. The Production Manager reports to the Program Director.

The ideal candidate is an organized, charismatic leader enthusiastic about collaborating with dance artists in the creation and presentation of new and existing works.

Principal Duties and Responsibilities:

- Hire and manage members of the production team, fostering a collaborative, supportive, and highly professional work environment
- Lead the planning for and execution, running, and managing of all productions and related residency activities. Assist in running and managing all shows and productions as needed.
- Advise artistic staff on programming and production requirements, balancing creative visions with organizational capacity
- Assist in crafting the overall production and programming calendar with the majority of activity happening during a vibrant summer season (20 events anticipated in 2022 with growth expected in future years)
- Review, edit, and redline contracts and technical riders in collaboration with the Program Director
- Track and forecast all production expenses and cash flow, and manage aspects of The Yard's production budget (\$275K - \$325K annually)
- Support the Program Director with company management responsibilities such as information collection from artists, travel booking, drafting itineraries, etc.
- Assist in the planning and execution of special events as needed
- Oversee production and campus purchasing, inventories, and equipment
- Manage various vendor, venue, and partner relationships
- Work with the Property Manager and others as needed to ensure upkeep and care of The Yard's campus

Other Duties and Responsibilities:

The Yard has a small, dynamic staff and relies on cross-departmental collaboration. All positions are expected to routinely contribute in areas outside of their primary focus to ensure successful programs and operations. Examples include but are not limited to answering the office phone, helping patrons purchase tickets, assisting with campus projects, and providing day-to-day support to artists-in-residence.

Skills, Experience & Qualifications:

- A passion for dance and the performing arts and a strong desire to collaborate with artists
- Professional experience in dance, theatre, or other live event production in a managerial or supervisory capacity
- Cultural competency to work with individuals from diverse backgrounds and life experiences
- Excellent interpersonal skills and the ability to work independently or collaboratively with other staff
- Highly organized and adept at managing multiple projects simultaneously
- Excellent communication skills, both verbal and digital
- Familiarity with residency/retreat style facilities and programming
- Familiarity with dance production, residency, and touring
- Familiarity with arts industry technical riders and contracts
- Demonstrable experience with Vectorworks
- Experience with Google Suite/Enterprise programs
- Experience with Sheets/Excel
- A valid driver's license

Salary, Benefits & Physical Requirements:

- Salary: \$35,100 (for 6 months full-time employment and 6 months half-time employment)
- The Yard offers a health benefit package, either free on-campus housing for the summer season or a \$4,000 summer housing stipend, and cell phone reimbursement
- Paid time off and flexible schedule with requirement to work some weekends and evenings
- Professional development and travel opportunities
- Live on Martha's Vineyard from mid May to mid September and otherwise primarily within the Northeast region

Apply Today

To apply, email cover letter, resume, and three references to info@dancetheyard.org with subject line "Production Manager".

The Yard is working toward becoming a more anti-racist and equitable organization, which includes developing a work environment that is reflective of the communities we serve. Applicants from all populations and underrepresented groups are encouraged to apply. Strong candidates will work in alignment with The Yard's mission, values, and commitment to anti-racism.