



PERFORMANCE SPACE NEW YORK

Derek Lloyd Production Apprenticeship

POSITION TITLE: Derek Lloyd Production Apprenticeship (Full Time/Exempt)

REPORTS TO: Production Manager and Associate Director

SALARY: \$50,000 + Health coverage + two weeks paid vacation time

PERIOD: January 2025 - December 2025

This apprenticeship is named in honor of Derek Lloyd, Performance Space New York's beloved Production Manager for many years. The Derek Lloyd Production Apprentice is an integral part of a small, dynamic production team operating in a fast-paced environment. The apprenticeship will offer professional experience in a fast-paced but community-focused environment that provides exposure to a diverse range of live programs in different spaces.

This year-long apprenticeship offers early career professionals a paid opportunity to hone their technical strengths and explore other production interests, working alongside our Production Manager, Technical Director, and over-hire crew to help plan, install, run, and strike a diverse range of programs at Performance Space New York. In particular, they will have the opportunity to production manage select community programs. The apprenticeship emphasizes production management, and in addition, the apprentice will be asked to choose one of four creative areas to specialize in: technical direction, lighting, video, or audio. Developing a personalized apprenticeship plan in partnership with their supervisor, the apprentice will also be given an opportunity to take on other self-determined roles that facilitate the day to day operation of the production department.

The apprentice will be trained and will assist in the following areas:

- **Production Management + Technical Operations:** planning, budgeting, reviewing tech riders, communications with artists, scheduling, creating/updating technical plots, and arranging crew / event staffing.
- **Production:** Safe practices in lighting, audio and video install, rigging, carpentry/shop tool use, and basic fabrication of scenic elements.
- **Technical Departments/Skills:** Stage management, lighting supervision, rigging, carpentry, drafting, A/V technologies, programming and running lighting and audio consoles. The Apprentice will take part in a series of training certification programs, including OSHA 30, FDNY Fire Guard, and Scissor Lift Operator Certification.
- **Venue Management:** Equipment maintenance and management of inventory and facilities. The Apprentice will become intimately familiar with proper FDNY and DOB (Department of Buildings) protocols, in addition to Facilities Management practices.
- **Creative Thinking:** Conceptualises creative ideas and the creative vision for the production. Analyses problems, and uses initiative and innovation to provide creative solutions, and opportunities for the production.

Performance Space's production team is unique in its structure as our overhire crew and production managers creatively collaborate with our artists to assist them in creating work. We are committed to unlearning harmful practices, derived from traditional theater, that overwork staff and undervalue production team members' skills and labor. We are actively growing our community and holding space for those that share our values in the workplace, prioritizing collaboration, teamwork, and personal development.

The ideal candidate has:

- An interest in production management.
- Experience working in theater, dance, performance, live events, or any type of multidisciplinary live art.
- Broad knowledge of different technical skills.
- Strong communication skills.
- Creative thinking and problem-solving skills. They should be able to analyze problems, take initiative, and provide innovative solutions.
- The ability to take direction and work independently while also collaborating with a small team.
- Openness and sensitivity to different backgrounds, ways of working, and experiences within theater, dance, performance, live events, and multidisciplinary live art.



As a part of their work, the apprentice will have opportunities to build relationships with crew and staff members across the organization, ensuring that they are not only gaining valuable skills but also receiving continuous support and feedback. The apprentice will be provided opportunities for guidance and mentorship, including thoughtful supervision from colleagues within Performance Space New York and training in specific production disciplines with experts outside of the organization. The Production Manager will be the apprentice's primary point of contact, but they will also work closely with the production team, overhire crew, Head Producer, Audience Services Manager, and Curatorial Fellow. The apprentice may have the opportunity to occasionally take paid calls at other venues, at the discretion of the Production Manager and Producer. The apprentice will also be able to evaluate their progress in quarterly meetings with Senior Staff, and weekly check-ins with the Production Department. Additionally, the apprentice will have the opportunity to connect with Performance Space's wide network of artists including local and international artists, early career and established artists, and solo artists as well as collectives, organizations, and special collaborations.

Qualifications

- Basic experience working in theater or event production.
- Basic familiarity with computer programs including CAD, Vectorworks, SketchUp, Isadora, QLab, the google suite, and a desire to learn technical programming on both computers and dedicated sound/lighting consoles.
- Flexible availability, including some nights and weekends.
- Candidates are encouraged to have a special interest in a specific field of design/technical theater, particularly video, lighting, and sound. Please share this in the application.
- Previous experience or education in the special interest for which you apply.

General Details

- Full-time, exempt position, 40 hours per week, in-person and onsite
- \$50,000 annual salary, paid biweekly
- Benefits including basic health coverage
- 2 weeks paid vacation time
- Ideal start date is January 6, 2025

Performance Space New York is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization; including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Performance Space New York makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our policy online at <https://performancespacenewyork.org/about/careers/>.

To apply, please send a resume, cover letter, and at least two references to jobs@performancespacenewyork.org with Derek Lloyd Apprenticeship in the subject line by **November 17, 2024**. No phone calls please.

PERFORMANCE SPACE NEW YORK
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