



PERFORMANCE SPACE NEW YORK

Production Manager

POSITION TITLE: Production Manager

REPORTS TO: Director of Production and Technical Operations

OVERSEES: Derek Lloyd Production Apprentice and Technical Crew

COMPENSATION: 70-80K annual salary, health insurance coverage, generous PTO

STARTS: December 2026

TO APPLY: Send a resume, cover letter, and references to jobs@performancespacenewyork.org with “Production Manager” in the subject line.

Production Manager (PM)

The Production Manager (PM) is responsible for overseeing the logistical and administrative elements of live performance and event production at PSNY. In close collaboration with the Producer, and supervised by the Director of Production and Technical Operations (DoP), the PM ensures smooth execution from pre-production through to load-out, working closely between production department heads, stage managers, performers, and managing technical crews to deliver high-quality events in PSNY’s home spaces and beyond.

Scope of Responsibility

The Production Manager is responsible for managing the production calendar and production staffing for all PSNY Programs, ensuring that the technical needs of each project are met within budgetary, scheduling, and logistical constraints. The PM is responsible for day-to-day operations of all current productions, including scheduling, budget tracking, reporting, and ensuring smooth tech processes, rehearsals, and performances. The PM is also responsible for advancing the production schedule and planning for future productions to stay within budgetary constraints while maintaining a solid execution of the artist/curators’ expectations. Most of PSNY’s productions fit into a standard theatrical planning model, but many do not, so the ability to adapt standard processes to unique artist specifications and preferences and a diverse range of presentations is key.

- Assist the DoP in coordinating all technical aspects of PS New York’s programming.
- Implement the strategies and plans developed with lead artists in collaboration with the Artistic Director, DoP and the Producer.
- The PM works closely with the Artistic Director, DoP and the Producer on season planning.
- The PM handles the logistical side of the production process, including scheduling, budget tracking, and coordination between curators, artists, designers & show crew during rehearsals, performances, and events.
- The PM co-manages a year-long Production Apprentice position, shepherding their hiring and tracking their advancement through the curriculum with a focus on Production Management and Production Administration.
- The PM is responsible for creating and executing strategies to help the crew grow in their technical careers. This includes finding new crew members from diverse communities, and providing opportunities for current crew members to advance their skills and roles over time.
- The PM will attend and participate in design presentations, production meetings, rehearsals, and run-throughs as designated in collaboration with the Director of Production. This may take place during evenings and weekends.
- PSNY is home to many different types of events and artists, some of which fit into a standard theatrical model, and some which are anything but, so flexibility and adaptability are key.

Administrative

Scheduling

- Alongside the Producer, the PM is responsible for creating detailed, hour-by-hour production schedules for every PSNY program using the generalized onboarding documents provided by the DoP, PSNY Co-Directors, and



Producer. The PM plans specific crew hours for each program, collating this information into a final production/rehearsal schedule and the Producer's run of show while advising DoP as necessary on install and strike schedules.

- Reviews all production-related scheduling clauses in programming contracts.
- Sends out daily calls to crew for each work day.

Budget Tracking

- Manage project-specific labor budgets and works within the financial parameters set by the DoP and the Producer to arrive at the artist's and curator's vision.
- Track all production actuals, ensuring that all production expenses stay within budget and that any variances are reported.
- Update project budgets, line-by-line, from DoP and Producer's initial budget.
- Compile end-of-week budget reports, tracking actuals across all programs, from Ramp, Airtable, and Lasso.
- Assist DoP in maintaining production general budget tracking.

General

- Join DoP and Producer in leading production meetings with commissioned artists
- Take production notes during all production meetings
- Maintain relevant PM information in all necessary documents including updating the crew roster in each show's "Workbook"
- Maintain Production Office wall calendar.

Crew Management

The PM handles the day-to-day scheduling of production staff including crews, designers, and department heads for projects that are already in production & plans for future productions. They ensure that schedules are adhered to during production, managing rehearsals, technical run-throughs, and live performances. (The DoP manages the install of every project and strike / restore between each project, while the PM manages the day-to-day of each project's "on-site" time.)

- In coordination with DoP and relevant PSNY Staff, the PM is the point person for production staff across all programming, including commissions, presentations, recurring programs, community partnerships, rentals, and development events.
- Assists DoP in creating project-specific job descriptions for designers, stage managers, and department heads.
- Ensures that teams are properly scheduled and DoP-trained on the tasks they need to perform.
- Hires and manages overhire staff for every PSNY program via the LASSO platform, in an organized manner that allows for easy tracking of each production phase of every program.
- Submits new-hire paperwork to the Finance Department, and completes Lasso onboarding for new crew members.
- In coordination with artists services staff, manages building access for incoming designers, stage managers, department heads, and other recurring crew.
- Maintain PSNY's roster of technical overhire crew, designers, stage managers, and department heads.
 - Commit to continually improving and diversifying the crew roster with both new hires and internal promotions.
- Coordinates occasional professional development programs for overhire staff, to increase their skillset / safety certification / permit status.
- Fosters a work environment that is safe, respectful, supportive and embodies the values of equity and inclusion, and fair treatment for all on stage.
- Maintains clear communication within the production department to ensure efficient and successful implementation of design and technical elements of each production.
- Occasionally cover tech/installs and facilitate work calls in Director of Production's absence.



Overseeing Part-Time Staff

Lighting Supervisor

- Be the PSNY staff representative for a part-time Lighting Supervisor, and help to onboard new lighting department staff. Be on-site presence for all lighting calls.

Overhire Stage Managers

- Along with Producer, hire, onboard & manage Stage Management teams across all programs.
 - Employ discretion and instinct to match overhire stage managers with commissioned artists to get a good working fit and vibe.
 - Set stage manager schedules, in coordination with the Producer and commissioned artist, booked and confirmed via LASSO.
 - Maintain PSNY rehearsal, tech and show report templates and instruct incoming SM's on how they should be filled out and sent.
 - The SM will be your “eyes and ears” in the theaters, since you will not be able to be physically present for all rehearsal and tech hours, nor should you be.

Tech Rehearsals, Rehearsals, and Show Runs

- The PM is responsible for ensuring that all technical aspects of the production are executed correctly. They work closely with the DoP, and overhire department heads (e.g., lighting, sound, and video technicians) to ensure that everything is set up and ready for rehearsals and live performances. While the DoP is responsible for install and strike/restore calls, the PM is responsible for rehearsal, technical rehearsal, dress rehearsal, and show calls.
- The PM is responsible for coordinating responses and troubleshooting issues as they arise during the production phase, coordinating with department heads, and DoP or Producer to resolve problems and ensure progress, and update / maintain production schedules.
- The PM must respond to relevant notes in rehearsal and show reports in a timely manner and support ongoing scheduling changes / budget re-forecasting throughout the run of each production in conjunction with the DoP, the supervisors, stage management and the run crew.
- The PM may lead occasional technical rehearsals, though this is typically the responsibility of a stage manager.
- In preparation of tech rehearsals, rehearsals and show runs, the PM collaborates with audience services manager to create and update audience flow groundplans as well as other non-technical groundplans for staff in departments including development, and front of house.
- Together with the production and artistic team, the PM assists in detailed scheduling and logistics for all spaces to ensure that all spaces are restored before and after each show.
- The PM ensures that all productions meet quality standards and align with the artistic vision of the artists and Performance Space New York.

General Facilities, Equipment & Storage

- Maintain equipment inventory and technical riders for all of PSNY's programmed spaces.
- Assist DoP in scheduling and planning yearly maintenance of equipment, theaters, and public spaces.
- Assist with all production office maintenance, including hardware purchasing and helping with returns, petty cash, budget tracking, and credit card reconciliations.

Apprenticeships

- In collaboration with the Associate Director, supervise, train and guide the Derek Lloyd Production Apprentice (DLPA)



- Provide guidance and training to the DLPA in specific areas of production, including the administration, stage management, production management, or whichever area the DLPA chooses as their focus.
- Commit to a weekly meeting and ensure that DLPA is working efficiently and meeting their internal deadlines.
- Coordinate training workshops for DLPA and interested crew members.

Key Qualifications

- Working knowledge of all technical departments of theatrical and event production
- Ideal candidate also possesses a strong background in management of theatrical lighting technologies
- Strong organizational skills, system building and implementation, and attention to detail on both a macro and micro level
- Ability to creatively problem-solve in a technical environment. In particular, flexibility and adaptability to meet moving and shifting demands
- Comfort and confidence in running production meetings and interacting with team members across a diverse spectrum of interconnected stakeholders.
- Ability to set and meet deadlines by both prioritizing and delegating
- Excellent communication and interpersonal skills
- Deep understanding and familiarity with computer-aided drafting using Vectorworks.
- Familiarity or willingness to learn other production software such as QLab, Lasso, etc.
- Carries or is willing to get certified with FDNY as F-03, S95, and/or E-6.
- Excellent computer skills with a solid understanding of Microsoft/Google Suites and cloud based platforms like Google Drive, Dropbox, and Airtable.
- Availability on select nights and weekends to oversee crew calls and event runs.
- A positive attitude and an open-mind

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.

To apply, please send a resume, cover letter, a portfolio (if applicable) and, at least two references to jobs@performancespacenewyork.org with "Production Manager" in the subject line. No phone calls please.

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