

NEW YORK STAGE AND FILM SUMMER SEASON 2021

New York Stage and Film is hiring for our 2021 Summer Season in Poughkeepsie, NY. Working in several venues, NYSAF will serve the needs of theater and film artists today, bringing them safely together in community to generate new stories and reconnect with one another and audiences. Seasonal positions will run from early July through early August with some pre-season preparation for certain roles.

For 37 years, NYSAF has operated as a vital incubator for artists and their work, a catalyst for stories that start with us and continue across the country and around the world. With artist-driven flexibility, resources and opportunities are shaped to meet projects at every step of their development. NYSAF is eager to gather once again, reaffirmed in our commitment to supporting the nation's leading generative artists in the creation of innovative and bold stories for the stage and the screen.

NYSAF is committed to bringing together our community as safely as possible. Our 2021 Summer Season will operate with COVID-19 safety procedures in place, including testing, PPE, social distancing, and regular cleaning. All procedures will be detailed and communicated prior to arrival.

NYSAF's return to in-person programming in Summer 2021 is contingent on federal, state and local policies concerning the ongoing pandemic. We encourage you to apply for these at-will positions, which will be contingent upon whether or not we can proceed with our season. We will post updates here and communicate directly with active applicants. All postings and job offers are, therefore, subject to change.

NYSAF is an equal opportunity employer. All qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.

To Apply:

- Visit: www.newyorkstageandfilm.org/work

For questions

- Contact: info@newyorkstageandfilm.org

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COMPANY MANAGER

This is a seasonal position paid approximately \$800 per week. Pre-season planning will be compensated. The Company Manager is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The COMPANY MANAGER works closely with the Artistic Director and Artistic Producer to oversee the day-to-day experience of all artists and staff in residence during the NYSAF Summer Season.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies including completing the required Covid-19 safety training provided by NYSAF
- Manage housing assignments for all artists and staff in residence
- Coordinate housing turnover schedule and logistics including third-party linen suppliers and cleaners
- Communicate housing repair needs through proper channels
- Coordinate travel logistics for all artists and staff in residence
- Communicate resources for day-to-day living, including food options, medical needs, postal services, laundering services, local transportation, etc.
- Coordinate special events for the artists and staff in residence
- Supervise Company Management budget line in collaboration with seasonal GM and/or Executive Director
- Supervise staff of two assistants.
- Work closely with the NYSAF community to build a safe, respectful, and anti-rasict environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Highly-organized, detail oriented, positive attitude; able to be responsive to a multitude of individuals and communication styles
- Prior hospitality, artist relations, and/or event management experience preferred; or the capacity to discuss applicable experience
- Driver's license and clean driving record required

ASSISTANT COMPANY MANAGER

This is a seasonal position paid approximately \$600 per week. The Assistant Company Manager is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The ASSISTANT COMPANY MANAGER works closely with the Company Manager to oversee the day-to-day experience of all artists and staff in residence during the NYSAF Summer Season.

Responsibilities include assisting the Company Manager with the following:

- Implementing NYSAF's new COVID-19 Safety Policies
- Managing housing assignments for all artists and staff in residence
- Coordinating housing turnover schedule and logistics including third-party linen suppliers and cleaners
- Communicating housing repair needs through proper channels
- Coordinating travel logistics for all artists and staff in residence
- Communicating resources for day-to-day living, including food options, medical needs, postal services, laundering services, local transportation, etc.
- Coordinating special events for the artists and staff in residence
- Managing Company Management budget line
- Working closely with the NYSAF community to build a safe, respectful, and anti-rasict environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Highly-organized, detail oriented, positive attitude; able to be responsive to a multitude of individuals and communication styles
- Prior hospitality, artist relations, and/or event management experience preferred; or the capacity to discuss applicable experience
- Driver's license and clean driving record required

PRODUCTION MANAGER

This is a seasonal position paid approximately \$800 per week. Pre-season planning will be compensated. The Production Manager is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The PRODUCTION MANAGER works closely with the Artistic Director and Artistic Producer to oversee the safe and orderly operations of NYSAF activities as a part of the 2021 season.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies including completing the required Covid-19 safety training provided by NYSAF
- Oversee budgeting and execution of multiple workshop presentations of works-in-process at various locations on a staggered timeline
- Supervise technical department staff and assistant production management staff
- Help draft and adhere to production schedule for all departments
- Help schedule and facilitate production meetings
- Determine need and schedule for overhire
- Read and respond to daily rehearsal reports and facilitate communication between departments
- Attend technical and dress rehearsals and public presentations, as needed
- Supervise load-in and strike for all production elements
- Equipment inventory and documentation
- Cost reporting
- Safety Training
- Vendor Negotiation
- Work closely with the NYSAF community to build a safe, respectful, and anti-rasict environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Highly-organized, detail oriented, positive attitude; able to be responsive to a multitude of individuals and communication styles
- Previous Production Management and budgetary experience preferred, or capacity to discuss applicable experience
- Driver's license and clean driving record required
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices

ASSISTANT PRODUCTION MANAGER

This is a seasonal position paid approximately \$600 per week. The Assistant Production Manager is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The ASSISTANT PRODUCTION MANAGER works closely with the Production Manager to oversee the safe and orderly operations of NYSAF activities as a part of the 2021 season.

Responsibilities include assisting the Production Manager with the following:

- Implementing NYSAF's new COVID-19 Safety Policies
- Managing budget and execution of multiple workshop presentations of works-in-process at various locations on a staggered timeline
- Drafting and adhere to production schedule for all departments
- Managing production meetings
- Reading and responding to daily rehearsal reports and facilitate communication between departments
- Attending technical and dress rehearsals and public presentations, as needed
- Managing load-in and strike for all production elements
- Equipment inventory and documentation
- Cost reporting
- Safety Training
- Working closely with the NYSAF community to build a safe, respectful, and anti-rasict environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Highly-organized, detail oriented, positive attitude; able to be responsive to a multitude of individuals and communication styles
- Previous Production Management experience preferred, or capacity to discuss applicable experience
- Understanding of backstage etiquette. A good working knowledge of technical theatre practices

LIGHTING DIRECTOR

This is a seasonal position paid approximately \$800 per week. Pre-season planning will be compensated. The Lighting Director is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The LIGHTING DIRECTOR works closely with the Head Electrician, Lighting Apprentice, and other members of the Production Staff to oversee the Lighting Department and NYSAF Summer Season operations. This position reports to the Production Manager.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies and follow all health and safety protocols.
- Oversee all operations and safety of the lighting department including run of show and maintenance duties.
- Design lighting system and rep plot for workshop presentations in outdoor and indoor locations.
- Maintain inventory of house gear
- Coordinate ordering/rental/purchase of all necessary lighting equipment
- Maintain the focus of all lighting instruments and positions.
- Program the light board as needed.
- General care and maintenance of the lighting system including all house gear and any rental equipment. Replace faulty lamps, burned color gels, and batteries.
- Generate and maintain any paperwork for the show including written instructions, check lists, and cue lists.
- Monitor lighting supplies available for the run
- Participate in production meetings; attend technical and dress rehearsals and performances as needed
- Supervise load-ins, hangs and focuses of all electrics, run strikes; Set up, power on, and strike tech table gear as required.
- Help hire and supervise the electrics department
- Responsible for safety, upkeep, and operations of all NYSAF work spaces and tools.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Skilled in organization, details management, time management, and positive leadership
- Working knowledge of theatrical rigging and lighting practices, including AutoCAD or VectorWorks drafting knowledge, basic programming skills, and the ability to hang and focus lighting instruments.
- Previous theatrical electrics experience preferred, or the capacity to discuss applicable experience
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices

HEAD ELECTRICIAN

This is a seasonal position paid approximately \$600 per week. The Head Electrician is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The HEAD ELECTRICIAN works closely with the Lighting Director to oversee the Lighting Department and NYSAF Summer Season operations. This position reports to the Lighting Director.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies and follow all health and safety protocols.
- Communicate with Lighting Director to accurately execute repertory plots and maintain artistic standards
- Installation of light plots, supervising the electricians crew during work sessions, making sure all instruments are properly installed, circuited and functional
- Assist the Lighting Director with preparations as needed
- Maintain accurate paperwork for each presentation
- Maintain safe environment in outdoor theater setting
- General care and maintenance of the lighting system including all house gear and any rental equipment.
- Monitor lighting supplies available for the run
- Participate in production meetings; attend technical and dress rehearsals and performances as needed
- Responsible for safety, upkeep, and operations of all NYSAF work spaces and tools.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Skilled in organization, details management, time management, and positive leadership
- Knowledge of theatrical lighting systems, instruments, equipment and software; theatrical rigging, electricity and wiring
- Previous theatrical electricians experience preferred, or the capacity to discuss applicable experience
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices

AUDIO DIRECTOR

This is a seasonal position paid approximately \$800 per week. Pre-season planning will be compensated. The Audio Director is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The AUDIO DIRECTOR works closely with the Audio Technician, Audio Apprentice, and other members of the Production Staff to oversee the Sound Department and NYSAF Summer Season operations. This position reports to the Production Manager.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies and follow all health and safety protocols.
- Oversee all operations and safety of the sound department including run of show and maintenance duties.
- Design sound system for workshop presentations in outdoor and indoor locations.
- Maintain inventory of house gear
- Coordinate ordering/rental/purchase of all necessary sound equipment
- Maintaining audio systems, Qlab files, and back-line equipment through load in, tech, performances, and strike.
- Generate and maintain any paperwork for the show including written instructions, check lists, and cue lists.
- Maintain safe environment in outdoor theater setting
- Monitor audio supplies available for the run
- Participate in production meetings; attend technical and dress rehearsals and performances as needed
- Supervise load-ins and run strikes; Set up, power on, and strike tech table gear as required.
- Help hire and supervise the audio department
- Responsible for safety, upkeep, and operations of all NYSAF work spaces and tools.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Skilled in organization, details management, time management, and positive leadership
- Experience with wireless microphones; proficient in QLab, mixing & programming digital consoles, and digital audio distribution systems; knowledge of electrical safety practices and theatrical rigging systems
- Previous theatrical audio experience preferred, or the capacity to discuss applicable experience
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices

AUDIO TECHNICIAN / MIXER

This is a seasonal position paid approximately \$600 per week. The Audio Technician is required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

The AUDIO TECHNICIAN works closely with the Audio Director, Audio Apprentice, and other members of the Production Staff to oversee the Sound Department and NYSAF Summer Season operations. This position reports to the Audio Director.

Responsibilities include:

- Assist in implementing NYSAF's new COVID-19 Safety Policies and follow all health and safety protocols.
- Communicate with Audio Director to accurately execute sound systems and maintain department operations
- Assist Audio Director in maintaining all audio equipment (including rental gear), audio systems, QLab files, and paperwork; as well as repairing sound and communications equipment as needed
- Program and operate seasonal sound board(s), including mixing various sized musical presentations
- Maintain safe environment in outdoor theater setting
- Monitor audio supplies available for the run
- Participate in production meetings; attend technical and dress rehearsals and performances as needed
- Assist with load-ins and run strikes; Set up, power on, and strike tech table gear as required.
- Help supervise the audio department
- Responsible for safety, upkeep, and operations of all NYSAF work spaces and tools.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.

Qualifications:

- Skilled in organization, details management, time management, and positive leadership
- Experience with wireless microphones; proficient in QLab, mixing & programming digital consoles, and digital audio distribution systems; knowledge of electrical safety practices and theatrical rigging systems
- Experience mixing musicals
- Previous theatrical audio experience preferred, or the capacity to discuss applicable experience
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices

APPRENTICESHIPS

These are seasonal positions paid \$500 per week. Apprentices are required to be in residence in the Hudson Valley from early July through early August 2021. Housing, transportation, and a food stipend are provided.

APPRENTICES work closely with their department colleagues to oversee the NYSAF Summer Season operations. Each position reports to their respective department head.

ARTS ADMINISTRATION APPRENTICES will support the company in all administrative responsibilities. Ideal candidates will have excellent organizational, communication and writing skills; the ability to prioritize and multitask; and familiarity with Microsoft Office Suite.

Apprentices will specialize in one or a few of the following:

DEVELOPMENT: Assist the Executive Director and Development Manager with grant applications, drafting outreach and acknowledgement letters, board correspondence, planning and executing donor events, and other fundraising services. Ideal for candidates with an interest in development and fundraising.

GENERAL MANAGEMENT: Assist the Executive Director and General Manager with generating contracts, reporting to unions, tracking budgets and expenses, processing payments, petty cash, payroll, and other producing duties. Ideal for candidates with an interest in arts administration and general management.

MARKETING: Support the Executive Director and Development Manager in coordinating external communications for the Summer Season. Responsibilities include cross-promotional outreach, program layouts, proofreading and editorial work, social network and website updates, light video/photo editing, and graphic design. Ideal candidates will have an interest in learning about day-to-day promotion of a small non-profit theater company. Video and Photography experience a plus. Please include a link to a graphic design portfolio, if applicable

PRODUCING: Assist the Artistic Director and Artistic Producer with line producing duties, such as coordinating casting, supporting stage managers with logistics, organizational projects, drafting correspondence and program material, artist hospitality, etc. Ideal for candidates with an interest in arts administration and producing.

AUDIO APPRENTICE: Assist Audio Department during tech and production including loading in, changing over, maintaining equipment, mixing, and sound board operation.

LIGHTING APPRENTICE: Assist the Lighting Department during tech and production, loading-in, changing over, hanging and focusing electrics, maintaining equipment, striking and operating the lighting board.

PRODUCTION MANAGEMENT APPRENTICE: Assist the production manager and the assistant production manager in all general management responsibilities, including vendor negotiations, budget tracking, rehearsal/presentation room set-up, technical supervision, and

other Production responsibilities. The perfect opportunity for someone who is organized, possesses strong interpersonal skills, passionate and knowledgeable about the technical side of theater production, and has some strong administrative experience.

STAGE MANAGEMENT APPRENTICES: Assist Equity Stage Managers on developmental workshops and presentations, and provide room support for individual artists and small project teams in-residence. This is the perfect opportunity for someone who is organized, possesses strong interpersonal skills, passionate and knowledgeable about the technical side of theater production, and has a desire to get hands on experience working with an experienced stage manager.

NYSAF apprenticeships provide the next generation of theater artists with an unparalleled opportunity to live, work, and train alongside top professionals. The NYSAF summer staff forms a close community within the company's stimulating and supportive environment and engages in extraordinary collaborations with other skilled professionals and world-class artists.

NYSAF BIO FOR END

New York Stage and Film (NYSAF) is a non-profit company dedicated to both emerging and established artists in the development and production of new works for theater and film. Since 1985, NYSAF has played a major role in the development of new plays for the American theater, provided a home for a diverse group of artists free from critical and commercial pressures, and has established itself as a vital cultural institution for residents of the New York metropolitan region. The people and projects we support go on to shape the landscape of theater in America and around the world; our apprentices mature to become leaders in the performing arts and beyond; and our audiences sustain the work of celebrated artists and newly-discovered voices, as crucial participants in the creation of new work.

The cornerstone of NYSAF's artistic programming has been our annual summer season, where each summer a community of professional and developing generative artists live and work together. During our summer season, NYSAF is deliberately flexible with developmental resources to meet the specific needs of artists and projects.

Dozens of notable works trace their developmental roots to NYSAF, including Tony Award winners for Best Musical (HAMILTON and HADESTOWN) and Best Play (THE HUMANS, SIDE MAN and DOUBT) as well as the Broadway musicals HEAD OVER HEELS, AMERICAN IDIOT and BRIGHT STAR, and 2017 Pulitzer Prize finalists THE WOLVES and A 24-DECADE HISTORY OF POPULAR MUSIC.