

Colorado Conservatory of Dance

Venue Production and Operations Manager | Search and Job Description

The Position

The Colorado Conservatory of Dance Venue and Production Manager is a unique position which blends supporting the technical and artistic needs of productions for a preeminent arts education organization and managing the staff, events, and productions held at the Performing Arts Complex at Pinnacle Charter School.

About CCD

Primed for continued growth, Colorado Conservatory of Dance (CCD) has been a leader in arts education for 30 years. Since 1992 CCD has provided quality dance education and outreach to North Metro Denver schools. Under the guidance of Julia Wilkinson Manley since 2002, the conservatory has developed a reputation for its highly professional and nurturing environment for preschool through adult students.

Colorado Conservatory of Dance serves a broad spectrum of youth and adults regardless of age, ability, aspiration, or socio-economic status, and provides \$100,000 in scholarships and financial aid each year for students who would otherwise not be able to participate in dance education. CCD provides its students with high-quality performance experiences, including an annual production of *The Nutcracker*, and other mainstage performances, that bring students together with professional dancers. CCD's Studio Company gives upper level students a pre-professional company experience that includes community education performances and culminates in an annual production at the end of each school year.

Additionally, CCD provides a summer dance program, which attracts students from across the nation. In partnership with administration and faculty of Title 1 elementary schools, the Colorado Conservatory of Dance also provides annual community education programming to over 11,000 elementary students.

Performing Arts Complex at Pinnacle Charter School Partnership

In July 2021, CCD entered into a partnership with the Pinnacle Charter School that brought the Performing Arts Complex (PAC) under CCD's management. The PAC is a beautiful 600 seat theater with an established rep plot designed for dance performances. Annually, we host over 200 community and cultural events that include dance performances, orchestra concerts, plays, national competitions and more.

In addition to management of the venue we host after school dance classes, anti-bullying workshops, community education opportunities, and a professional technical theater internship for high school students which supports the PCS Drama Club productions and music concerts, as well as CCD productions.

Who We're Looking For

As Venue and Production Manager, you have passion for educating young people about technical theater arts and performance. You are creative, have a knack for problem-solving, boundless energy and positivity, and an in-depth working knowledge of stage lighting, sound design, and rigging. The perfect candidate will have

in-depth knowledge of theatrical productions, systems and designs. You have leadership skills to build a dedicated, diverse, and talented technical team.

Key Competencies include the following:

- **Creativity and Problem-Solving** – A make-it-happen kind of person who has vision and know-how to bring artistic ideas to the stage.
- **Project Management and Personal Accountability** – A conceptual, strategic, and practical thinker who possesses a solid understanding of the factors that contribute to organizational success and community impact for an arts education organization operating in a competitive arts and culture market.
- **Interpersonal Skills and Customer Service Skills** – An individual with strong interpersonal and communication skills who can work with performers, educators, and renters with a calm and respectful demeanor, while also adhering to the policies of each facility and organization, and helping to keep everyone safe.
- **Passion for Arts Education** – This individual loves to introduce and cultivate learning in and with the arts.
- **Diversity, Equity, and Inclusion** – possesses personal passion for advancing equity and addressing structural racism within nonprofit organizations.
- **Performance Facility Management** - The perfect candidate will have a knack for building a dedicated, diverse, and talented technical team. Knowledge of how the lighting and sound systems work, general rigging, basic tool use, stage maintenance, and all physical elements of the theater.
- **Production Management** - Beyond an in-depth working knowledge of stage lighting systems and design, sound design, and rigging, the excellent candidate can manage calendar scheduling, staffing, budgeting, working with a production team, and handling employment and rental contracts.
- **Dance Productions** - 80% of the rentals at Pinnacle are dance organizations, so experience with lighting for dance productions is a bonus!

Roles and Responsibilities

Reporting directly to the CCD Artistic Director, this full-time position is responsible for coordinating the production and technical operations of CCD. This position will also serve as a bridge between the Pinnacle Charter School Administration and the Colorado Conservatory of Dance, also coordinating with Pinnacle Renters, Administration, Faculty, and Staff on all venue usage. Specifically, these duties include, but are not limited to:

GENERAL PRODUCTION MANAGEMENT - Colorado Conservatory of Dance (CCD)

30% - First Priority

- Collaborate with CCD Artistic Director to implement artistic vision including scheduling, contracting, budgeting, and technical problem-solving
- Manage all technical equipment purchases, rentals, maintenance, repairs
- Document and oversee all production runs
- Act as Production Manager during all CCD Productions, oversee technical team, and ensure productions run smoothly
- Organize, plan, and execute load in and strike plan at each venue
- Collect and archive all production paperwork and Lighting/Scenic/Props elements at the completion of the run
- Manage and run CCD's Julia Meng Studio Theatre and CCD's outdoor studio theatre

GENERAL PRODUCTION MANAGEMENT - Pinnacle Arts Complex (PAC)

50% - Second Priority

- Oversee all Pinnacle Arts Complex events
- Manage bookings of venue
- Oversee all operations of theatre
 - Maintenance and/or coordinate with PAC maintenance team on building needs and upgrades
- Oversee marketing of PAC
- Create, negotiate and issue all contracts for the use of PAC facilities. Not limited to the auditorium.
- Maintain calendars for PAC (including any Pinnacle Charter School activities within the PAC)
- Oversee and/or attend all events in theatre, third party and school
- Oversee and/or advance third party rentals as information is provided
 - Including light refocus/hangs, drops, QLab programming, projections
- Oversee and/or operate sound and lighting equipment during events
 - Stay updated and informed about technological advances in the theatre industry
- Oversee and schedule technical and security staffs, and collaborate to schedule custodial teams
- Foster the relationship between CCD and Pinnacle Charter School
- Create and oversee PAC-related budgets with Pinnacle Charter School
- Maintain availability and physical presence at Pinnacle Charter School
- Foresee and anticipate any event or schedule-related issues, problems
- Facilitate arts programming and special opportunities for Pinnacle students within third party rentals

COMMUNITY EDUCATION - Colorado Conservatory of Dance at Pinnacle Arts Complex

10% - Third Priority

In collaboration with Artistic Director and Director of Community Education, oversee logistical and technical aspects of annual lecture/demonstration tour, including consultation with school partners when appropriate

- Pack and fulfill all supplies for each performance team before and during tour
- Coordinate and run CCD Professional Technical Internship at Pinnacle
 - Facilitate a fun, energetic and educational program centered around technical theatre

- Promote and recruit 8th-12th grade PCS students to participate in CCD's Technical, Design and Production Internship program
- Manage internship syllabus and annual schedule, and be an active advocate for the goals and ideals of the internship program
- Oversee all communications with students and families
- Work with the Drama Department faculty on the fall and spring productions
- Assign technical roles and mentor students during the Drama Club's productions and events
- Assist and provide CCD and Pinnacle with information for grants and funding

EXTERNAL VENUE OPERATIONS - CCD Events

5% - As Needed

- Secure and oversee bookings of external venues
- Coordinate venue operations with venue staff and management
- Create, negotiate, and issue all external venue contracts for execution by Artistic Director
- Advance venue technical specifications and requirements, and secure necessary equipment and personnel, if available
- Oversee and/or operate audio and lighting equipment during events
- Oversee and schedule technical staff as needed

STUDIO FACILITY ADMINISTRATION - CCD

5% - As Needed

- In partnership with CCD's Conservatory Manager:
 - Manage CCD studio and technical equipment
 - Oversee proper use and management of performance rentals in CCD's Julia Meng Studio Theatre and CCD's outdoor studio theatre
 - Provide general facility maintenance at CCD's offices and/or facilitate and oversee subcontractors
 - Maintain and oversee marley dance floors at studios (re-taping, annual deep cleaning)
- In collaboration with CCD's Artistic Director and Costume Supervisor oversee/manage offsite storage sites
- Provide technical support for special events at CCD's studios

Qualifications

The ideal candidate is a highly self-motivated person who possesses the following qualifications:

- Must:
 - Be local or willing to relocate to the Broomfield/Denver area
 - Have a bachelors or higher in theatre or other performing arts experience
 - At least two years of supervisory experience
 - At least one year of experience with venue management
 - A general knowledge of power tools
 - A general knowledge of rigging

- Must have a valid drivers license
 - Must be able to carry 50+lbs
 - Must be proficient in ETC equipment, EOS Family
 - Must be proficient with QLab, analogue audio boards, wireless microphones
 - Must have a willingness to learn and stay updated in an ever-changing environment
 - Must have exemplary customer service skills
 - Must be able to problem solve quickly and manage multiple projects at once
 - Must be willing to hold a PCard and manage a budget
- Preferred:
 - Lighting design experience
 - Stage management experience
 - Experience hiring staff
 - Basic understanding of dance
 - Experience with dance productions
 - At least two years of teaching experience

Compensation

Full-time position compensation range: \$45,000 - \$55,000

Medical insurance

2 weeks paid vacation

Accrued sick-leave

Wellness Center - monthly chiropractic, discounted massages at CCD's Wellness Center

Complimentary & unlimited in-studio dance classes at CCD

Applications and Inquiries

Please submit a cover letter, résumé and three references to careers@ccdance.org by October 3, 2022.

Colorado Conservatory of Dance does not unlawfully discriminate on the basis of race, color, creed, sex, sexual orientation, religion, national origin, ancestry, age, genetic information, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities.