

## Production Stage Manager

**Department:** Production

**Reports to:** Producing Director & COO

**Classification:** Full-time, Exempt, Non-Union

**Salary:** \$64,500–\$67,000

**Start Date:** November 3, 2025

### Position Summary

The Production Stage Manager (PSM) plays a key role in the touring and production activities of the Bill T. Jones/Arnie Zane Company and New York Live Arts. The PSM oversees all technical, logistical, and rehearsal operations in NYC and on tour; manages the production budget; and supervises touring staff. This position is central to the creation, performance, and maintenance of the company's repertory and new works.

### Key Responsibilities

- Lead and manage all touring production activities, ensuring technical excellence and consistency across venues.
- Oversee rehearsals in NYC and on tour, including scheduling, equipment setup, safety, and documentation.
- Advance shows with venues and presenters; serve as primary liaison with local crews and touring personnel.
- Supervise and collaborate with the Lighting Supervisor, Sound Supervisor, and other production staff while on tour, including proof schedules, prepare and proof technical plans, timekeeping, approval of breaks and time off, provide feedback to ensure high performance standards.
- Manage and track production and personnel budgets, freight, supplies, and production logistics.
- Maintain and archive production paperwork, cue sheets, and show documentation.
- Support the creation of new works by coordinating design meetings, tracking budgets, and overseeing technical builds.
- Serve as Stage Manager for special projects and Live Arts programs, including the Annual Gala, Live Artery, and Fresh Tracks.

### Qualifications

- Minimum 5 years' experience as a Production/Stage Manager in dance, theater, or touring productions.
- Strong technical production knowledge (lighting, sound, staging, and touring logistics).
- Exceptional communication, organization, and problem-solving skills.

- Ability to lead a team and maintain calm under pressure in fast-paced environments.
- Willingness to travel and work flexible hours.
- Valid driver's license preferred.

New York Live Arts is an Equal Opportunity Employer (EOE). It is the mission of New York Live Arts to advance diversity and inclusion at all levels within the Organization, regardless of race, ethnicity, age, gender, religion, sexual orientation, gender identity, gender expression, disability, economic status and other diverse backgrounds

**TO APPLY:**

Candidates are invited to send a cover letter, resume, and references (no phone calls please) to [careers@newyorklivearts.org](mailto:careers@newyorklivearts.org). Applications will be accepted until a final candidate is chosen. Please use the following SUBJECT: "PSM Search"

[FULL JOB DESCRIPTION](#)