



90 Benchmark Road, Suite 300

Avon, CO 81620

POSITION: Production Manager, Vail Dance Festival

LOCATION: Remote and Vail Valley, Colorado (Vail, Avon, Edwards, Eagle)

STATUS: Active

VAIL VALLEY FOUNDATION – OVERVIEW

BIRDS OF PREY | GOPRO MOUNTAIN GAMES | COMMUNITY SUPPORTS | GERALD R. FORD AMPHITHEATER | SHOWDOWN TOWN | VAIL DANCE FESTIVAL | VILAR PERFORMING ARTS CENTER | YOUTHPower365

The Vail Valley Foundation’s mission is to provide leadership in arts, athletics, and education and address community needs to enhance our Valley as a place to live, work, and visit. Since 1981, we have had the privilege of annually providing the Vail Valley with a vast array of world-class events and programs (listed above).

Birds of Prey ski races, Vail Dance Festival, Mountain Games, and two spectacular performing arts venues – the Gerald R. Ford Amphitheater in Vail and the Vilar Performing Arts Center in Beaver Creek. In addition, the VVF periodically brings major international events to Vail and Beaver Creek such as the 2015 FIS Alpine World Ski Championships.

The VVF education efforts are focused on one goal—to give every child in Eagle County access to education-based programs that ignite passions and expand horizons. To achieve this goal, the VVF identifies educational gaps from cradle to college and career and then develops and funds programs that provide youth with the skills, confidence and support to become outstanding leaders in the community and the world. Tens of thousands of students have benefited from our education and enrichment work over more than three decades. With programs that include the Magic Bus, Afterschool programming, COPA Soccer, Girl PowHer, The CLUB, and AmeriCorps Peak Pathfinders, and more, YouthPower365 helps our community’s youth reach their full potential.

PRODUCTION MANAGER, VAIL DANCE FESTIVAL

This position works closely with the Festival Director of Production, the Head of Artistic Planning and Rehearsal Director and the Festival Manager to execute the production needs for the Vail Dance Festival (VDF). This individual is responsible for assisting the Director of Production in all production planning for the Vail Dance Festival, as well as proactively providing clear communication with the Director of Production and VDF Operations team to ensure a seamless, successful event. Key elements of this role rely heavily on this position's ability to maintain open lines of communication, lead by example and maintain a standard of excellence consistent with a world-class dance festival. Collaboration and teamwork with other VVF departments is integral to the success of this position. This position reports to the Director of Production and works closely with other Vail Valley Foundation staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Production Management

- In collaboration with the Director of Production, provide oversight of all Production functions, ensuring Artistic, financial, and operational goals of each area are set and accomplished.
- Assist the Director of Production in tracking and managing the Festival Production Budget.
- With the Director of Production, coordinate logistics and scheduling for all trucking, forklift, and equipment needs based on the master schedule.
- In collaboration with the Director of Production and Festival Manager, lead the hiring process for all new and returning supporting production team members.
- Fulfill daily duties, as assigned by Director of Production for the ongoing management of the Production team in a fast-paced, ever-changing festival-style schedule and process, including but not limited to, management and supervision for all areas of the Production team including Stage Management, Stage Operations, Lighting, Audio, Wardrobe, Stagehands, Props, and others.
- Liaise on schedule & technical needs with visiting companies, artists, & vendors as directed by the Director of Production; working with external vendors to fulfill any and all logistical needs to include flooring, freight, piano tuning, equipment rentals, etc.
- With the Director of Production, coordinate, contract, manage, and direct all overhire crews based on master schedule and budget.
- Coordinate and communicate daily crew schedules based on venue and vendor needs and the master Festival and Production schedules.
- Coordinate venue schedules and needs with Vail Mountain School and the Town of Avon in coordination with the Director of Production.
- With the Director of Production, manage the logistics for technical rehearsals, rehearsal & performance run crews, and any other activities pertaining to stage performances.
- Supervise and lead, in accordance with VVF policies, all truck loading and unloading at VVF warehouse, rehearsal spaces, theaters, and other facilities as well as all load-ins and strikes at all venues and facilities.
- Communicate with venues regarding technical specifications, schedules, and labor.
- Attend rehearsals (when requested) for supervision and support.

- Coordinate & work with other departments regarding the reloading of storage trailers as well as storing non-performance items in the venue space.
- Supervise and manage the props/stagehand & carpentry crews. The teams' general duties include but are not limited to:
 - Install onstage Festival masking and dance lighting towers (in collaboration with Festival Head Electrician).
 - Install, care for, & spike the Festival's (5) marley floors and (4) sprung dance decks.
 - Install and maintain backstage dressing and lounge areas, to include pipe & drape, seating, portable heaters, and other items as needed.
 - Take ownership of the daily care of the dance floors, spike tape, floor cleaning supplies, dancer amenities, dance barres, and other items as needed.
 - Assist Stage Management in the daily open and close of mainstage venue, including pre-class/performance onstage sweep & mop, maintenance of backstage dressing areas, set-up of dance barres, props, backstage heaters, and other items as directed.
 - Assist in sometimes daily transport of dance barres between rehearsal spaces.
- Assist Venue crew in changeover of seating and layout in orchestra pit.
- Provide clear and consistent communication to all Production teams to ensure all venue and backstage needs are met.
- Serve as part of the Festival's running crew for each performance on the mainstage at the Gerald R. Ford Amphitheater.
- Supervise, assign, and assist in:
 - Continual maintenance of a clean & safe floor both on & off stage.
 - Check/refresh all spikes, as needed.
 - Check/repair floor seams, as needed.
 - Replenish dancer amenities, as needed, to include water cooler & cups, onstage dancer tissues, rosin boxes, etc.
 - Run props presets & cues in rehearsal and performance, as needed.
 - Check for missing & broken props; repairs as needed.
- Support the vision of the Artistic Director in its many facets, from studio to the stage, fostering policies that allow the artistic product to reach new levels of excellence.

Other Duties

- Support relationships with VVF partners including but not limited to the Town of Vail, Town of Avon, and Vail Mountain School.
- Work with staff at performance and rehearsal venues to ensure and execute a successful VDF residency.
- Liaise with visiting artists, companies, and staff in the venues to assist with any issues that may arise.
- Proactively identify, resolve and communicate potential issues or concerns that may affect Production and Operations needs or schedules.
- Work together as a team with all Vail Valley Foundation staff, interns, and Festival partners and contractors to create a safe, positive and healthy work environment and ensure a successful event.
- Facilitate a productive creative process through proactive, solution-oriented problem solving.
- Maintain a professional presence and positive working environment within all venues.

- Assist in the execution of all fringe events and activities that take place within the venues, including but not limited to Master Classes, Conversations on Dance, open rehearsals, Q&A sessions, and additional community events.
- Assist as needed in additional tasks related to successful execution of the Vail Dance Festival.

REQUIREMENTS FOR POSITION:

- Proven organization, time-management, administrative and computer skills.
- Exceptional relationship management and problem-solving skills.
- Ability to create a Festival environment conducive to teamwork, professionalism and willingness to go above and beyond to accomplish the end product.
- Previous experience working and excelling in a fast paced, multi-level, project-based environment with emphasis on timelines, quality and delivery.
- Self-initiative, attention to detail and a community-centric philosophy.
- Capable of remaining focused and calm under stressful situations and able to quickly adapt to changing conditions.
- Excellent communication skills.
- Team approach and willingness to assist others when called upon.
- Willingness to work in outdoor conditions with variable weather.
- Effective time management and prioritizing of tasks.
- Proficient use of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Advanced English skills, both written and oral.
- Must be able to successfully pass a background check and have a valid driver's license.

BENEFITS AND COMPENSATION:

This is a paid part-time seasonal position. This position will function remotely January 15, 2024 - July 12, 2024 and will be required to be in-person in Vail, Colorado from July 14, 2024 - August 10, 2024.

The total compensation for this position will be \$5,000.00 working approximately 10 hours per week from January 15, 2024 through July 14, 2024. The total compensation for this position will be \$4,750.00 from July 15, 2024 to August 9, 2024.

From July 15, 2024, to August 7, 2024, the Vail Dance Festival will provide shared accommodations for this position in the Vail, Colorado area. The Vail Dance Festival will book and arrange all necessary travel to/from the Festival, including air travel and ground transportation.

TO BECOME A CANDIDATE:

Please send resume and cover letter to haddison@vvf.org.

Contact Harper Addison at haddison@vvf.org with any questions.