



## JOB ANNOUNCEMENT: PRODUCTION MANAGER



**PREFERRED START DATE:** July 24, 2023

**SALARY RANGE:** \$55,000 - \$65,000

### **BENEFITS:**

- No Relocation Required
- Vacation Leave: 15 Days
- Personal/Sick Leave: 5 Days
- 403 (b) Retirement Plan with Immediate Vesting
- Insurances
  - Medical (85% Covered by SA!),
  - Dental/Vision (100% Covered by SA!)
  - Life and Disability insurance (100% Covered by SA!)

### **STEP AFRiKA!'S MISSION**

Step Afrika! is the world's first professional company dedicated to the African American tradition of stepping. The Company's mission is to preserve and promote stepping through professional performances and to inspire young people in and out of school through arts education programs emphasizing teamwork, commitment, and

discipline. Step Afrika! was founded in December 1994 by C. Brian Williams, an accomplished stepper who recognized the



connections between stepping and African percussive traditions. Williams explored this connection with the creation of Step Afrika! in partnership with South African and American artists. Today, Step Afrika! is one of the top ten U.S. African American dance companies, introducing tens of thousands annually to stepping by performing at colleges and theaters worldwide. Step Afrika! serves audiences of all ages and backgrounds, emphasizing African American families with school-aged children.

## **JOB OPPORTUNITY**

Since its founding in 1994, Step Afrika! has made incredible strides. The Company started as a small D.C. dance company with a \$250,000 budget, one staffer, and no board. Today, Step Afrika! is a \$3 million-plus organization that serves thousands annually. Step Afrika! is experiencing unprecedented demand in its tour and performance schedule. Each year the company serves more and more people with its original productions, world-renowned performances, and arts education programs. In 2022, Step Afrika! sold over 20,000 tickets in Washington DC and performed on stages across the nation and around the world, collectively reaching over 60,000 people. Beginning in August 2023, Step Afrika! will celebrate 30 years as the world's leading authority in the tradition and art form of stepping. Step Afrika!'s unique contribution to the artistic and cultural fabric of Washington, DC, and the world speaks volumes. The company's original performances capture audiences worldwide and resonate deeply with audiences everywhere. To sustain Step Afrika!'s growth, investment in the Company's core administrative capacities is critical.

Reporting to the Executive Producer and Artistic Director, the Production Manager oversees all production and technical aspects of Step Afrika!'s performances. They will be responsible for overseeing the planning and execution of all technical aspects of the dance production, including coordinating and managing the sound, lighting, costumes, and set design. The Production Manager will work closely with the artistic director, choreographers, and other members of the production team to ensure the success of our productions and maintain our reputation for producing high-quality dance performances.

## RESPONSIBILITIES



- Oversee all technical aspects of productions, including but not limited to the design and construction of the set, lighting, sound, costumes, and stage management
- Serve as the lead Production Manager/Lighting Designer for Step Afrika!'s performances with theaters, clients, and presenters around the world - *Extensive travel required*
- Manage the stage crew and front-of-house staff during rehearsals and performances to ensure a seamless audience experience
- Coordinate with the Artistic Director and choreographers to ensure that all creative elements of productions are aligned with the company's artistic vision
- Work closely with the Executive Producer and Artistic Director to develop and implement production schedules and timelines
- Develop and manage production budgets for each performance
- Oversee and manage all production-related logistics for Step Afrika!'s local, national, and international performances; work in partnership with the Company Manager to ensure cost-efficient travel and logistics for all production-related travel
- Ensure compliance with safety regulations and legal requirements
- Manage and maintain production equipment and facilities
- Coordinate the hiring of technical and production staff
- Respond to any unforeseen issues during performances and find quick solutions
- Ensure effective communication between all production team members
- Provide regular progress reports to the Artistic Director and executive team

## QUALIFICATIONS

- Bachelor's degree in performing arts, theater, or related field preferred
- Minimum of 3 years of experience in production management
- Experience in production management for a dance company or other relevant performing arts organization
- Experience with technical aspects of production, including but not limited to lighting, sound, costume design, and stage management.
  - *Step Afrika! is especially interested in those with strong experience in Lighting Design.*
- Knowledge of safety regulations and legal requirements related to productions

- Experience managing production budgets, schedules, and staff
- Ability to work in a fast-paced and high-pressure environment
- Ability to work flexible hours, including evenings and weekends in accordance with the performance schedule.
- Strong organizational and time-management skills
- Excellent communication and interpersonal skills
- A passion for the performing arts

## **HOW TO APPLY**

To apply for this position, **candidates are invited to submit three professional references, a resume, and a cover letter detailing their interest in the position to [companymanager@stepafrika.org](mailto:companymanager@stepafrika.org)**. To learn more about Step Afrika!, please visit [www.stepafrika.org](http://www.stepafrika.org). Our most recent annual report can be found [here](#).

**NOTE: Step Afrika! is based in Washington, DC., however, applicants for this position are not required to move to DC. Applicants should be comfortable with EXTENSIVE travel around the country and to DC on an as-needed basis for Step Afrika! productions and targeted rehearsals.**