

## USDAN FESTIVAL AND GALA STAGE MANAGER POSITION PROSPECTUS

### OUR ORGANIZATION

Usdan is the nation's preeminent not-for-profit day camp for the arts. Profiled in The New York Times and in Time Magazine, Usdan has been declared a "Best Of" camp by TimeOutNY/Kids, and by NY Metro Parents. Diverse and playfully rigorous from the start, for over fifty years we have brought world-class teachers and visiting artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets and novelists – to teach and collaborate with Usdan campers ages 4 to 18.

On 140 acres of natural beauty, students find the literal and metaphoric space to push their existing talents and delve into new ones. With nearly 70 classes and 1,500 students each summer, every camper from beginning to advanced is guided on a path of individual creative growth by a team of artists and talented arts educators. Our alumni include Natalie Portman, Jackie Hoffman, Olivia Thirlby, Stacey London, and Lisa Gay Hamilton; singers Jane Monheit, Taylor Dayne, and Mariah Carey; award-winning playwright Michele Lowe, Grammy-Award winning Stage Manager Adam Abeshouse, Broadway personality Seth Rudetsky, Juilliard conductor Adam Glaser, and members of major American orchestras, dance and theater companies.

Usdan is located in Wheatley Heights, Long Island, one hour by LIRR train from Penn Station and 45 minutes by car from the Midtown Tunnel.

### THE OPPORTUNITY

The Festival and Gala Stage Manager will oversee the production of summer performances on the Dale Lewis Stage of the McKinley Amphitheater and in other venues on or near Usdan's campus.

This is a terrific opportunity for a motivated professional to assume an important seasonal role in the evolution of a highly recognized youth-serving arts organization. The Stage Manager will have the luxury of spending summer weeks on a wooded and beautiful Long Island campus. We are seeking a passionate individual with a respected track record.

Productions include: daily weekday noontime professional and student Festival performances (12:10 PM and 12:35 PM); a Thursday, July 25 evening on campus Gala featuring a program of student theater, dance and music ensemble performances; a Wednesday, August 14 afternoon student Parade featuring student-driven art and arts projects; occasional morning and afternoon performances throughout the campus. The Stage Manager may also be responsible for a small number of offsite, weekend performances. The Festival and Gala Stage Manager works



collaboratively with the staff of the Andrew and Lily McKinley Amphitheater, which includes a House Manager, a House Manager's Assistant, a Videographer and an Artists Lounge Host.

This is a temporary, seasonal weekday position, starting on July 1 and lasting through Friday, August 16, 2019 with some preseason hours required remotely and on campus. Typical in-season weekday, daily hours are: 9:15am through 3:15pm, with some additional hours needed for occasional evening and weekend work.

## SPECIFIC RESPONSIBILITIES INCLUDE

- Serving as point person for all student performers, student performers' teachers and conductors, professional performers, and the management agencies of these professional performers.
- Planning and overseeing the McKinley Amphitheater rehearsal schedule for student performers and ensembles and professional artists.
- Working with the House Manager to plan for and support the technical and staging needs of each performance.
- Overseeing productions from the backstage, addressing unexpected issues.
- Working with performers, ensemble conductors and teaching staff to share stage plots and instructions with house staff to make certain that stage is set properly appropriately; insuring performers enter and exit the stage in a timely manner, insuring performances begin and end on time; planning the movement of large groups of students on and off stage.
- Acting as a central point liaison between the House Manager and performers.
- Overseeing the Host and the Artists Lounge activities and maintaining a well-organized back of house.
- As needed, announcing performers to the audience.

Daily noontime, professional and student Festival performances occur in the McKinley Amphitheater at 12:10pm and 12:35pm every weekday. Responsibilities for the Festival include:

- Daily management of the performances.
- Managing unexpected occurrences.
- Serving as liaison to the professional artists in advance: communicating transportation options, meal options, Artists Lounge resources and what artists need to bring; arranging contracts and payments; identifying technical needs and dietary needs; and with the Director of Education, planning professional post-performance interactions with Usdan students.
- Serving as liaison to the professional artists on performance days: introducing artists to the Ampitheater staff, addressing artists' needs and overseeing artists' morning rehearsals.
- Serving as liaison for student performers: overseeing student performers' rehearsals; organizing and planning for dressing room usage; working with faculty to ensure students arrive on-time and are appropriately dressed for the performances; supporting appropriate student behavior on stage; working with the House Manager to plan for and support the technical and staging needs of each student performance.

- Approving professional performers' content that will be performed, working with teaching staff and professional artists to review performance programs to make certain that the material is appropriate for all audiences.

The Thursday, July 25 evening Gala features a program of student performances and is a ticketed fundraiser. The event takes in the evening. Responsibilities for the Gala are similar to the responsibilities above and also include:

- Planning with the Senior Director of Student Affairs and other staff the holding spaces and arrivals of the performers.
- Overseeing all aspects of the student and artist participation in the Gala.
- Supporting the execution of the overall flow of the guests and the evening.
- Aiding in the process of connecting performers with their families post performance.
- Being flexible and supporting any other needs of the event, including presentation of honors.

The week 7 afternoon student arts Parade is a one-time event. The Parade features a professional Grand Marshall and is a showcase of the creativity of Usdan's Junior students, grades PreK-6, who design and create the work they will show in the Parade including costumes, props, and traditional artworks, among others. With a faculty member, the Stage Manager will manage the entirety of the logistics for the Parade.

## SKILLS AND EXPERIENCE

At least three years of comparable experience stage managing performance-based events with professional and/or youth performers.

At least three years experience working with artists and their management. At least three years experience working with children and young adults.

Excellent communication skills that are employed across a broad range of stakeholders.

Robust amounts of creativity and positivity.

The ability to differentiate student needs and an understanding of how the pressure of performance affects students and artists differently.

The capacity to motivate student performers.

Diplomatic skills in dealing with student performers, faculty and artists. A friendly, welcoming and engaging manner.

Ability to anticipate problems and offer quick solutions.

Usdan is an equal opportunity employer.

# USDAN SUMMER CAMP FOR THE ARTS

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Interested candidates should email a resume and cover letter to [employment@usdan.org](mailto:employment@usdan.org). No phone calls please.