



# **GINA GIBNEY DANCE, INC.**

## **PRODUCTION TRAINEE**

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Our artistically acclaimed and socially active **Company** of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney's **Community** initiatives use art to prevent and move beyond violence 365 days a year. We are the steward of two beautiful locations comprising a vibrant performing art **Center**. Through expansive programming, we push boundaries, address pressing issues, lift voices, and mobilize the power of movement to transform lives and, in turn, change the world.

Gibney embodies ...

**Respect** – *we are considerate, thoughtful, and act with integrity.*

**Advocacy** – *we are supportive, principled, and catalytic.*

**Responsibility** – *we are collaborative, responsive, and dedicated to sustainable change.*

**Action** – *we are resourceful, proactive, enterprising, and resilient.*

**Equity** – *we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.*

These values are intrinsic to Gibney and guide how we work and interact with our core communities.

### **POSITION SUMMARY**

The Production Trainee works to advance Gibney Dance as part of a coordinated Production team consisting of the Production Manager & Resident Lighting Designer (PM), Associate Production Manager (APM) Production Crew, and Production Trainees. Reporting to the Production Manager, the Production Trainee is an as needed position.

This position requires an on-site presence at Gibney Center, including 890 Broadway and 280 Broadway, in lower Manhattan. Further, all individuals must be fully vaccinated and boosted to enter Gibney Center, as detailed in Gibney Vaccination Policy.

This policy requires that all individuals entering Gibney Center, including employees, must: (1) be fully vaccinated (i.e., two weeks following receiving both doses of a two-dose vaccine or a



single dose of a one-dose vaccine) with a COVID-19 vaccine authorized for emergency use by the [FDA](#) or [WHO](#), and (2) provide Gibney with such proof of vaccination (acceptable forms of proof are identified in the [Key to NYC guidelines](#)) in order for Gibney to execute an employment contract.

Please find Gibney's Full Reopening Plan, including our Vaccination Policy, [on our website](#).

## RESPONSIBILITIES

### OVERVIEW

Production Trainees are required to make a 6-month commitment to the program. Trainees will be required to work two-three full production weeks (20-45 hours per week depending on the needs of the production) each month. Additionally, trainees will need to participate in half of the one-day calls (i.e. load-in's, load-out's, showcases, etc.) per month. The technical schedule is dependent on each specific show but a typical schedule is below:

MONDAY 10am-7pm (Load In)  
TUESDAY 1pm-10pm (Technical Rehearsal)  
WEDNESDAY 4pm-10:00pm (Notes / Dress Rehearsal)  
THURSDAY 4pm - 10:00pm (8pm Performance)  
FRIDAY 5pm-10:00pm (8pm Performance)  
SATURDAY 5pm - 12am (8pm Performance / Load Out)

Please note that load-ins are typically on the first day of the production week and load-outs are after the last show on Saturday. Quite rarely, the load out cannot be finished closing night, in which case we would come in the following day.

### TRAINEES WILL LEARN HOW TO:

- Competently operate audio and lighting consoles
- Hang, circuit, and focus conventional and LED lights
- Efficiently and safely move scenery and props
- Work with various soft goods for flexible use of space
- Properly install marley dance floor
- Maintain and care for the theaters and equipment
- Work backstage during shows as a deck crew member or board operator

A more detailed list of what we expect trainees to know by the end of the 6-month period can be provided upon request.



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FIFTH FLOOR  
NEW YORK, NY 10003  
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TEL: 646 837 6809

## PROFESSIONAL ADVANCMENT OPPORTUNTIES

Select Trainees may be invited to continue beyond the 6-month commitment to become a member of our Production Crew.

\*Trainee period *may be* shortened if the PM and APM sees that the trainee has gained enough knowledge and experience.

## OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

## NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting employment at Gibney.

## **EQUAL OPPORTUNITY STATEMENT**

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Senior Manager of Human Resources, Mario Alberto Flores at [mario@gibneydance.org](mailto:mario@gibneydance.org).

## **QUALIFICATIONS**

The model candidate will possess the following experience and qualifications:

- Maturity and professionalism
- A willingness to take ownership of responsibilities and projects
- A strong ability to work independently and as part of a team.
- An ability to juggle multiple tasks with time constraints.
- A willingness to work long, strenuous hours during production weeks



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- Detail oriented and organized
- Comfortable working on ladders 6+ feet off the ground
- Comfortable lifting 50 pound equipment
- Adhere to core Gibney values, including respect, self-expression, collaboration, equity, access, inclusion, innovation, and entrepreneurship.

## **APPLICATION INSTRUCTIONS**

To be considered for the position, please submit your application to:

Justin Hoffman  
Production Manager  
justin@gibneydance.org

Your application should include resume and cover letter. Please include your first and last name and "Production Trainee" in the subject line of your email. We hope to fill this position as soon as possible and encourage you to submit your application early.

The Production Trainees receive \$16/hour as well as a class card for working a full production week.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. **Incomplete submissions will not be considered** nor will submissions sent via postal mail, fax, or phone.