



THEATERWORKS POSITION DESCRIPTION:

Production Manager

REPORTS TO: Executive Director

NUMBER OF DIRECT REPORTS: 1

SALARY RANGE: \$42,000-\$48,000 DOE

Full-time, non-exempt, benefits eligible.

Schedule includes some required evening and weekend shifts

Hours will be reflective of a vigorous theater schedule

PRIMARY OBJECTIVES

The Production Manager is responsible for supervising all aspects of production and ensuring the smooth flow of communication and ultimately a seamless production and technical process for all TheaterWorks productions and programs.

MAJOR AREAS OF ACCOUNTABILITY

- Help develop and supervise production budgets (including some facilities and artistic). The Production Manager will keep the Executive Director apprised of the status of the Production budget on a regular basis. Process, track and reconcile all production department accounts payable and over hire/seasonal employee payroll.
- In collaboration with Executive Director develop season calendar for all TheaterWorks season productions and expanded programming. Develop and administer production calendars and design deadlines for each production. Determine load-in and tech schedules for the stage with Technical Director. Manage resource calendars for all shared facility spaces. Schedule all design and production meetings.
- Guide all director/design teams through the design process to guarantee the timely completion of all designs. With the input of appropriate technical staff, analyze all



designs submitted to determine feasibility of execution within the allotted time, money and personnel available.

- Hire and contract, in consultation with the Executive Director and Technical Director when appropriate, all production staff and contractors including, but not limited to: designers, full time technical staff, electricians, carpenters, stage managers, production assistants, wardrobe personnel, running crew, artistic consultants and any additional personnel required for specific production needs.
- Facilitate clear communications throughout the production process, and act as a liaison between directors, designers, stage managers, and TW production and administrative staff. Included but not limited to: coordinate and conduct all design and production meetings. Attend first read through, designer run, technical rehearsals and previews as necessary.
- As necessary, support productions with purchasing, sourcing and researching materials and techniques. Maintain a safe work environment at all times. Address safety hazards with appropriate personnel promptly.
- Attend artistic planning meetings, workshops and readings; read and analyze scripts. Develop working relationships with area designers, production managers, technicians, and actively scout new talent in an effort to bring projects, designers, directors, or other artists to the artistic team's attention.
- Production Manager is responsible for documentation for all production personnel and some artistic, including but not limited to: prepare contracts, collect tax forms, process and sign timesheets and handle the initial paperwork for Workers' Compensation for all production department-related claims.
- Acting as or hiring and supervising the technical team when the TW facility is rented to outside organizations.
- Skilled in the use of management techniques required to operate several theaters simultaneously in an efficient and cost effective manner.
- Team player who can lead and be part of a team as an individual contributor.
- Has ability to respond to unusual and rapidly changing requirements with calm, flexibility, and an attitude of service.
- Creative problem solver who can troubleshoot to address complex and unique challenges.



- Ability to work effectively as a team member with a wide variety of people and in a wide variety of roles.
- Operates in a multitasking environment that encourages teamwork and collaboration.
- Other duties as assigned.

IDEAL CANDIDATES WILL HAVE THE FOLLOWING:

- A minimum of three years' experience as a Production Manager or as a member of a Production Management team. This includes a broad understanding in all aspects of technical theatre and the production process.
- Experience negotiating and acting as mediator in artistic and technical discussions.
- Experience creating, monitoring and adhering to budgets.
- Experience overseeing production calendars and schedules.
- Ability to read a script and assess requirements in regards to staffing, budgeting and design. Able to lift 40lb, climb ladders, and perform manual labor on an occasional, as-needed basis.
- Will possess excellent computer skills and detailed knowledge of spreadsheets and experience reading ground plans, light plots and other theatrical specifications a plus.
- In addition will have excellent communication skills, the ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude in stressful environments are all essential attributes.

Interested candidates should send a resume and letter of introduction to

Executive Director, Chris Hamby at: chamby@theaterworks.org