



Community Art Center Foundation

DATE POSTED: 12/16/21

POSITION TITLE: Production Manager

REPORTS TO: Executive Director of The Prizery

POSITION SUMMARY:

The Production Manager (PM) is both an administrative, leadership, and technical position. Working closely with the Technical Director (TD) and the Executive Director (ED) this position provides mentorship, supervision and guidance to all production and guest service aspects of The Prizery operations. In addition this position should provide design services in lighting, sound or scenic to in house productions within each season. The Production Manager assumes responsibility for timely, safe, on budget, and successful execution of all presenting events, rental events, and theatre productions within each seasonal cycle of work The Prizery executes. A partner to the TD and to the ED this position bridges the gap between vision and successful execution.

DUTIES AND RESPONSIBILITIES:

The PM has daily responsibility for coordinating with colleagues the technical operations including lighting, sound, construction, and facility oversight. This position requires skills in multiple creative and analytical fields. The PM collaborates with the ED, guest services, TD, and other colleagues as required and oversees and supervises all company management and contracting duties as they pertain to SummerStock Theater Festival and other performers and groups contracted to perform at The Prizery. Reporting and collaborating directly with the ED the PM works with a great a deal of independence and exercises independent judgment in performing a wide variety of duties. Because of the operating hours of most facilities, close supervision is not normally required nor expected. The PM must have the ability to maintain irregular and/or extended working hours and be able to lift, push or pull objects up to 100 pounds ...

Some of the duties and skills required include:

- Operate, maintain, and safeguard the technical assets of the theatre, including lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determine, in conjunction with the ED and TD the necessary support and hiring required, i.e., lighting, sound, staging, and special needs necessary for events and performances presented at various venues as determined by the ED in advance of production dates.
- Advises the ED, production designers, and director on the technical specifications and usage of technical equipment required for individual productions.
- Provides safety training and an orientation walkthrough of the scene shop equipment and operation to technical staff (short term/long term) volunteers.
- Monitors and/or maintains (if applicable) the condition of equipment of The Prizery facilities. This includes lighting, sound, tools, and ancillary items such as air conditioning and garage doors, and if required, arranges for the repair and/or replacement of those items with landlord or trade as required.
- Consults with the ED on the preparation and control of production budgets. Maintains inventory and orders specialized supplies.
- Monitors Tech Week rehearsals to supervise and/or assist in the technical aspects of mounting a show. With other technical staff, monitors the sound, lighting, and set during the run of the show to make repairs

or replacements (if required). Attends, plans, and supervises technical aspects of the production strike at close of the run of the show.

- Makes recommendations with the TD to the ED regarding capital purchases of technical equipment.
- Assists in setting a production schedule specifically with regards to design deadlines, construction deadlines, load-in and load out deadlines. Must meet all deadlines so as to not impact the opening of a production or events being presented.
- Orients facility renters and visiting productions to safety, technical characteristics, and other areas of facility operations. May be on hand during the rental period to monitor the safety and safe use of the stage and technical equipment.
- Reviews set designs and construction drawings for safety, budgetary limits, and staging constraints. Offers alternative suggestions when design elements are unsafe or impractical.
- Establish and maintain effective working relationships with representatives of various groups, vendors, co-workers, and others.
- The PM ensures all technical aspects of the production work is accomplished smoothly and safely. Much of this is done by coordinating between the artistic and technical departments.
- The PM with the TD coordinates with the Master Carpenter and crews to create working construction drawings that translate a set designer's idea into workable plans. They also coordinate schedules so the lighting, sound, set, and other crews have the time they need to set up their work onstage. The PM also coordinates with the stage manager to ensure actor safety and fulfillment of the production vision.
- The PM is responsible for the placement and safety of any elements that are placed over the stage, i.e., rigging, soft goods, and lighting. To safely accomplish this, they must also coordinate with the lighting and fly crews.
- The PM must be able to work safely around power tools and electricity, and on ladders and lifts. In many cases work involves getting dirty or dusty or being around paint fumes. When working with various crews, i.e. set construction, set painting and set relocation to the appropriate venue, the PM must be physically fit enough to spend most of the day on his feet or kneeling, crouching, reaching, and exertion through the use of hand and power tools.

QUALIFICATIONS:

- Formal theatrical technology training or equivalent experience.
- Collaborative attitude.
- Working knowledge of theatrical equipment, design, tools, terminology, and software.
- Proficient in the design and construction of a variety of scenic elements and structures.
- Ability to handle multiple, simultaneous tasks in a timely manner.
- Exceptional verbal and written communication skills.
- Physically capable of sitting standing, walking, reaching overhead, climbing, and lifting up to 100 lbs.
- Advanced knowledge of light/sound board and spot operation.
- Experience working with and leading a team of volunteers/Students.
- Familiarity with ADA (Americans with Disabilities Act) and OSHA (Occupational and Safety Health Alliance) guidelines.
- A willingness and capability to engage with and provide for students and youth.

COMPENSATION:

Full time Salaried: \$39-45K Annual (benefits as required)

Reports to: Executive Director

Start Date: April/May 2022

All candidates will have to provide evidence of double Covid Vaccinations as well as pass a criminal records check.

The Prizery is committed to the implementation and sustainability of the following ideals:

1. Producing theatre, art and programs with authentic representations of all groups, inclusive of culture, ethnicity, gender, gender expression, sexual orientation, and different abilities.
2. Providing educational opportunities connected to our diverse programming to help our audiences better engage with our work.
3. Creating a safe, inclusive, and anti-racist environment for all, and especially for BIPOC*, LGBTQIA+**, and women staff members, artists, audience, and community