



# JOB DESCRIPTION

**JOB TITLE:** Production Manager/ Equity Stage Manager  
**REPORTS TO:** Executive Producer  
**JOB TYPE:** Exempt  
**PAY TYPE:** Salaried

## **SUMMARY OF POSITION**

This position has primary responsibility for scheduling, budgeting, contracting and execution of all aspects of physical production, including scenery, lights, costumes, props, paint, sound, and projections for all productions, workshops, readings and events. This position will be responsible for preparation and maintenance of the theater's facilities including both the theater and education buildings. This position will also serve as Equity Stage Manager for all Mainstage productions.

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

## **DUTIES AND RESPONSIBILITIES PRODUCTION MANAGER**

- Oversee, monitor, and evaluate design process of all shows.
- Work with designers to creatively solve all technical and financial challenges.
- Assist designers in any ways needed and making sure they are on time and on budget.
- Create contracts for designers and design assistants on all productions.
- Consult on administration of payroll for all shows and production-related activity.
- Oversee hiring crew for shows.
- Consult on scheduling of all use of theaters and rehearsal studios and shops.
- Coordinate all production, staffing and scheduling needs for in-house special events.
- Lead production meetings if Executive Producer not available
- Attend staff meetings.
- Assist Executive Producer to create and manage administrative and production calendar.
- Create and manage a crew data base
- Create and manage a designer data base
- Responsible for overseeing the loan and proper return of costumes, props and production supplies
- Operates, maintains, and safeguards the technical assets of the theater, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities.
- Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates.
- Assists guest designers and directors with technical matters.
- Supervises the implementations of approved technical designs.
- Assists in recruiting, training and assignment of volunteer or paid technical staff for individual shows.
- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.
- Maintains inventory and orders specialized supplies
- Attends technical Week rehearsals, to supervise and assist in the technical aspects of the mounting the show.
- Work with, all staff, technical and house staff, to determine facility needs
- Maintain the shop, costume & prop storage, -work with technical crews to keep clean and organized

**DUTIES AND RESPONSIBILITIES EQUITY STAGE MANAGER**

- Serve as stage manager for all mainstage productions, cabarets, comedy nights and stage readings
- Follow all Equity rules
- Run all Auditions for the theater

**REQUIRED QUALIFICATIONS**

- Excellent communication skills.
- Process oriented and strong attention to detail.
- Able to work efficiently in a high-volume environment.
- Interpersonal skills to deal effectively with all contacts.
- High School diploma or equivalent.
- Proficient in Microsoft Office (Word) and intermediate level of proficiency in Microsoft Office (Excel and Outlook).
- Able to effectively communicate in English, in both oral and written forms.

**PREFERRED QUALIFICATIONS**

- 2-3 years in production management
- BA in theater and/or management
- Previous experience in a similar work setting