



Job Description: Production Manager

Reports to: Artistic Director

Job Summary:

The Production Manager is charged with the oversight of all technical aspects of the production process. They coordinate the work of Design and Production personnel to ensure that shows and events produced by the theatre meet or exceed the standards of quality upheld by the company.

Job Responsibilities:

- Create and manage the annual production budget.
- Hire and supervise design teams and production staff.
- Schedule and supervise design and production meetings.
- Schedule rehearsals, in tandem with stage management and director.
- Schedule and supervise strike.
- Oversee safety protocols at all work calls, rehearsals and performances.
- Collaborate with AD and MD to build an inclusive and supportive work culture.
- Create and manage the annual production calendar. Coordinate with Staff to schedule rentals around the needs of season productions and special events.
- Provide technical support for events (fundraisers, community engagement, etc.).
- Oversee maintenance of the building, theatrical systems, and equipment, performing repairs when able, and engaging contractors for larger issues.

Qualifications

- At least 5 years theatre production experience required
- Exceptional communication, organization, execution, and problem-solving skills
- Ability to apply creative thinking and develop innovative ideas to find outside the box solutions
- Resilient, self-motivated individual with proven ability to direct multiple projects including short-term and long-term projects

Compensation: \$52,500 annual salary + health insurance

To Apply: Email cover letter and resume to Hiring@TheatricalOutfit.org. Applications received by September 13, 2021 will receive first consideration.