



Weston Playhouse Theatre Company
Production Manager
Seasonal Full-time Staff

Reports to: Operations Manager
Start Date: Mid/Late May
End Date: late Sept/early Oct
Work Week: 6 days, 8-10 hours/day, day off may vary week to week
Housing: Shared room, kitchen and bath in company housing

Responsibilities include, but are not limited to:

- Supervise and Coordinate all production areas including Scenery, Props, Paint, Electrics, Costumes, Wardrobe, and Sound for three MainStage Productions, four OtherStages Productions, special events, and company projects
- Establish and maintain communications between production departments, designers, stage managers, directors, company manager, and operations manager.
- Distribute and maintain production calendars and build schedules
- With the Operations Manager administer all production-related budgets; oversee and report on all production-related expenditures; ensure that all spending is properly tracked and accounted for
- Make purchases for all production departments; Serve as resource, sounding board to help find necessary vendors and materials for purchase, borrow, and/or rentals.
- Distribute and track all production petty cash
- Mediate and assist in resolving inter-personal and departmental issues or conflicts
- With Operations Manager conduct beginning of season, mid-season, and exit interviews. Provide constructive feedback to all production employees.
- Assist Operations Manager with verifying weekly payroll
- Work with Stage Management teams on rehearsal setup, support needs, scheduling production meetings, tech prep, rehearsal room changeovers, tech rehearsal schedules and priorities
- Schedule and lead Production Meetings
- Oversee implementation of WPTC personnel policies
- Oversee safety and well-being of WPTC production staff
- Supervision of Associate Production Manager, Production Management Intern, and department heads
- Organize and lead season set up, all load ins, strikes, and season shutdown
- Oversee proper setup of all spaces used by WPTC. Enforce same standards or higher when leaving each facility. Monitor usage of all spaces and communicate as needed for repairs, cleanings, etc.
- Schedule turnings, repair, moves of all WPTC pianos as needed for rehearsals and events.
- Provide support for special events and company projects as needed

Requirements and Qualifications

- Demonstrated interest in and knowledge of professional Production Management practices, preferably with 2-3 years prior experience at the professional level

- Familiarity with basic industry safety practices in all shops, onstage, rigging, and during strikes
- Prior supervisory experience
- At least 3 years' concentrated academic study at the collegiate level in technical theatre
- Significant university-level stage management experience desired. Professional experience preferred.
- Ability to lift up to 50 pound safely and independently
- Comfortable working at heights, climbing ladders, working in awkward, sometimes cramped spaces
- Consistent, collaborative, and positive work ethic under intense schedules and deadlines
- Excellent interpersonal and written communication skills
- Familiarity using computer programs and spreadsheets
- Ability to work long, irregular hours that include nights and weekends
- Ability to thrive in rural area with limited cell phone reception
- Valid driver license with clean driving record. Own car preferred. All company related trips will be reimbursed.