



Weston Playhouse Theatre Company
Production Manager
Seasonal Full-time Staff

Reports to: Operations Manager

On-site Start Date: April 29, 2019

End Date: September 29, 2019

Work Week: 6 days, 8-10 hours/day, overnight during changeovers day off may vary week to week

Housing: Single room, shared kitchen and bath in company housing

Responsibilities include, but are not limited to:

On-site, summer:

- Serve as liaison between production staff and creative team and, in general, to the WPTC artistic and management leadership;
- Ensure completion of all production elements of each production to the satisfaction of the Theatre Company and Designers;
- Supervise and Coordinate all production areas including Scenery, Props, Paint, Electrics, Costumes, Wardrobe, Sound, and Projections for three Main Stage Productions, four Second Stage 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, manage and administer all production-related budgets; oversee and report on all production-related expenditures; ensure that all spending is properly tracked and accounted for;
- Oversee purchasing 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 departmental communication and HR matters in accordance with WPTC personnel policies;
- With Operations Manager conduct beginning of season, mid-season, and exit interviews; Provide constructive feedback to all production employees;
- 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 safety and well-being of WPTC production staff;
- Supervise 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 tunings, 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 knowledge of and interest in 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/changeovers;
- Prior supervisory experience;
- Interest in mentoring and training up-and-coming technicians;
- 3 years' concentrated academic study at the collegiate level in technical theatre preferred
- Significant university-level production management experience desired. Professional experience preferred;
- Ability to lift up to 50 pound safely with assistance;
- 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, including Office 365;
- Ability to work long, irregular hours that include nights and weekends;
- Ability to thrive in rural area with limited cell phone reception;
- Valid driver's license with clean driving record; own car with valid, current insurance coverage preferred. Must be willing to use personal vehicle for business purposes if necessary. Mileage will be reimbursed for all business related trips;

If possible, we would like to hire the Production Manager to begin work prior to on-site start date.

Off-site, pre-season duties include:

- Assist the Operations Manager in hiring by reviewing resumes and cover letters for seasonal production positions;
- Facilitate early design and production meetings via conference phone;
- Begin set up of budget tracking documents for department heads;

Ideal start date for pre-season work is February 1 2019, or as soon as possible. Weekly compensation for this work will be \$200/week.

On-site summer compensation is between \$625-675/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org.

For more information check out our website at <https://www.westonplayhouse.org/>