

Production Manager/Technical Director Job Description

Production Management

The Production Manager has primary responsibility for the 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, rentals and events at the WPPAC or any events produced by the WPPAC off site.

Responsibilities

1) FINANCIAL

- Assist in the development, preparation and control of all production budgets and the allocation of resources therein (including some facilities and artistic). The Production Manager will keep the Business Manager apprised of the status of the Production budget on a regular basis; overall expenses may not go over budget without approval of the Artistic Director and/or Business Manager. Process, track and reconcile all production department accounts payable and overhire/seasonal employee payroll
- Realizes the visions of the producer and the director within constraints of technical and/or financial possibility

2) STAFFING AND MANAGEMENT OF ALL PRODUCTION PERSONNEL

- Determine, hire and supervise, in consultation with the Artistic and/or Business Manager (when appropriate), all production staff and contractors including but not limited to: designers (scenic, lighting, costumes, props, projectionists and sound), technical staff (load-in/strike crew, electricians, carpenters, painters, sound engineers, spot operators, wardrobe personnel and running crew) stage managers, production assistants and any additional personnel required for specific production needs for events and performances presented at the facility or offsite and contracts/books them well in advance of production dates

3) SCHEDULING

- In collaboration with WPPAC Staff, develop season schedule for all MainStage, Conservatory and expanded programming (rentals, special events, guest productions, co-productions and presented programming)
- Develop and administer production calendars and design deadlines for each production as necessary - Creating timelines for work completion and overseeing all scheduling of required staff
- Determine load-in, tech and strike schedules for all programming as necessary
- Manage resource calendars for all shared facility spaces

- Schedule all design and production meetings with creatives and stage management - lead production meetings and attend all technical and dress rehearsals
- Schedule all offsite booking of studios and onsite availability for auditions and rehearsals

4) DESIGN PROCESS AND ANALYSIS

- Oversee, monitor and evaluate design process of all shows working with designers to creatively solve all technical and financial challenges
- Guide all director/design teams through the design process to guarantee the timely completion of all designs. With the input of appropriate technical staff, analyze all designs submitted to determine feasibility of execution within the allotted time, money and personnel available

5) PRODUCTION LIAISON

- Facilitate clear communications throughout the production process and act as a liaison between directors, designers, stage managers, production personnel and WPPAC administrative staff. Included but not limited to: Attending first read through (if possible), designer run, technical rehearsals and previews as necessary.
- Maintain department contact information and show rosters of all production personnel
- Ensure company compliance with all union rules
- Attend staff meetings and actively represent WPPAC and its constituents during special events and gatherings, as well as local and national production-related relationships

6) DEPARTMENT SUPPORT

- As necessary, support productions with hands-on projects including (but not limited to) special effects, video and projections, assisting with stage work, purchasing, sourcing and researching materials and techniques. Maintain a safe work environment at all times. Address safety hazards with appropriate personnel promptly.
- Develop working relationships with area designers, production managers, technicians, and actively scout new talent

7) HUMAN RESOURCES

- Production Manager is responsible for HR documentation for all production personnel and some artistic, including but not limited to: preparing and collecting contracts, collecting tax forms, processing and signing timesheets

Technical Direction

The Technical Director operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound and communications equipment as well as the use and maintenance of the stage facilities for theatre, dance, music and other productions or projects. Assists guest designers and artists with technical questions and assorted facility matters.

Responsibilities

1) DESIGN ANALYSIS AND IMPLEMENTATION

- Advises set, lighting and sound designers on the technical specifications, costs and usage of technical equipment required for the individual show and supervises the implementations of approved technical designs
- Attends tech week rehearsals, in order to supervise and assist in the technical aspects of mounting the production

2) CONSTRUCTION AND MANAGEMENT

- As a **Master Carpenter** - supervises and assists with set and stage construction and management. Take the working drawings from the Set Designer and use them to schedule the build and order lumber.

3) MAINTENANCE AND REPAIRS

- Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints
- Keeps the stage and backstage areas organized, swept clear prior to rehearsal and cleaned after each day's work

4) INVENTORY AND PURCHASING

- Oversee inventory, maintenance and organization of all shop, lighting, costume and sound equipment. Performs minor repairs and preventative maintenance on facility equipment. Oversee all routine facility supply stocking as well as general facility hardware such as lamps and stage supplies such as tape
- Makes recommendations to the Board of Trustees or theatre leadership regarding capital purchases of technical equipment

5) SUPERVISION OF FACILITY USAGE

- Orients facility renters and visiting productions as to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical equipment by the resident company and others engaged by or renting the facility

6) ADDITIONAL RESPONSIBILITIES

- Establish and maintain effective working relationships with representatives of various groups, vendors, co-workers and others
- Maintain irregular and extended working hours (*Night and weekend hours are required.*)
- Ability to lift, push or pull objects up to 100 pounds using appropriate tools, climb ladders and perform manual labor

QUALIFICATIONS

Candidate will have experience as both a Production Manager and/or Technical Director, or as a member of a Production Management / Technical Direction team with working knowledge of not-for-profit theatre and LORT, Off Broadway and Broadway practices.

This includes but is not limited to:

- Detailed knowledge of all production disciplines including a thorough understanding of the interaction of these disciplines during the production process
- Ability to read a script and assess requirements in regards to staffing, budgeting and design
- Ability to work well in group problem-solving situations
- Negotiating and acting as mediator in artistic and technical discussions
- Ability to manage shifting and competing priorities, exercise good judgment and discretion and maintain a positive attitude in stressful environments
- Ability to identify and resolve problems in a timely manner and gather/analyze information skillfully
- Experience creating, monitoring and adhering to budgets
- Experience overseeing production calendars and schedules
- Ability to work under pressure on many projects at once and work with people of varying experience levels
- Excellent organization, communication, diplomatic, leadership, critical thinking, problem solving, negotiation, time management, personnel management and financial management skills

In addition the candidate will possess excellent computer skills and detailed knowledge of spreadsheets; knowledge of common industry-specific software such as CAD programs, Lightwright, Qlab or Isadora and experience reading groundplans, light plots and other theatrical specifications.