



**Production Manager**  
**Success Map**

**Job Title:** Production Manager

**Reports To:** Deputy Director

**Direct Reports:** Production Coordinator and Contractors

**Position Overview**

The Production Manager will oversee all technical and production aspects of performances and events, ensuring smooth execution of theater, music, dance, visual arts, fundraising, and community events. This role requires a comprehensive understanding of production management, technical coordination, and effective stakeholder collaboration. The ideal candidate is highly organized with excellent leadership and communication skills, and a deep passion for the arts.

This is a full-time, exempt position primarily during weekdays. It requires ensuring proper staffing for evening and weekend events, with flexibility to work during these times as needed.

**Focus Area 1: Technical Production Management and Advancement**

Success Statement: The more than 100 productions and events during the course of a year are executed on- time, on- budget, and fully supported by well trained staff.

Performance Standard:

- Oversee all technical aspects of productions: audio, lighting, video, stage management, and backline rentals.
- Develop and manage production schedules for timely completion of elements.
- Supervise setup, operation, and maintenance of technical equipment and facilities.
- Coordinate with the artist tour/manager for load-in, load-out, sound checks, rehearsals, and show schedules.
- Set and meet production schedules and deadlines with program staff.
- Schedule and ensure attendance for design and production meetings.
- Attend or delegate attendance to designer runs, technical rehearsals, and previews.
- Support productions with hands-on projects, including special effects and stage work.
- Serve as primary technical contact for visiting performance artists.
- Ensure safety compliance in all technical operations.
- Troubleshoot and resolve technical issues during rehearsals and performances.
- Act as technical operator during events as needed.

**Focus Area 2: Facility and Equipment Maintenance/ Management**

Success Statement: The AcA facilities and equipment within it serve as one of AcA's greatest assets and are managed and maintained to the highest standard while remaining highly functional.

Performance Standard:

- Responsible for the general upkeep, maintenance, design, and repair of production equipment, including audio, video, lighting, and rigging systems, throughout the building. Ensure all work adheres to industry standards, guidance, and best practices, either by directly executing projects or by identifying the need for and securing outside labor.

- Oversee the routine stocking of facility supplies, such as lamps and stage tape, as well as general facility hardware.
- Manage and, when appropriate, execute all spatial configuration changes within the theater.
- Ensure the continuous upkeep and proper functioning of all production equipment and systems.

### **Focus Area 3: Leadership and Administrative Oversight**

Success Statement: The production department is thoughtfully led to ensure proper staffing for all organizational needs while maintaining a high level of safety and operational efficiencies resulting in financial viability.

#### Performance Standard:

- Collaborate with each department to establish accurate production staffing budgets.
- Track and report on production expenses, ensuring strict adherence to budgetary constraints.
- Develop quotes and manage client billing in partnership with the General Manager.
- Hire, schedule, supervise, and train staff and contractors for all events and performances.
- Foster a collaborative and supportive work environment.
- Maintain HR documentation, including preparing contracts, collecting tax forms, and processing timesheets for production and some artistic personnel.
- Provide mentorship and training for new talent and apprentices.
- Develop and maintain safety protocols in collaboration with the Operations Director.
- Ensure compliance with OSHA, ADA, and Building Fire Codes.
- Verify that all production staff and contractors have up-to-date certifications (e.g., lift training, OSHA, electrics certification).
- Create and document standard operating procedures, organizing departmental policies, procedures, and systems.
- Attend all required AcA staff and department meetings.

#### **Qualifications**

- Minimum 3 years in a production management role with departmental oversight preferred (Production Manager, Technical Director, Assistant Technical Director)
- Strong understanding of all technical aspects of theater production and live shows
- Excellent computer skills (Google Drive, GSuite, Basecamp)
- Superior organizational and communication skills
- Ability to work evenings, weekends, and holidays, as needed
- Experience managing large groups with tight schedules
- Preferred experience and passion for live performing arts
- Preferred knowledge of IATSE working environments

#### **Benefits:**

- Competitive pay based on experience
- Health, vision, dental insurance
- Matching retirement plan option
- Paid time off, holidays, and sick days
- Supportive team and mission- driven culture
- Complimentary AcA Membership and access to AcA programming