



## **PRODUCTION MANAGER JOB DESCRIPTION 2026-2027**

Reports to the Artistic Director and Technical Director. All designs are subject to approval by the Artistic Director

### **Job Duties**

1. Oversee budgeting in production areas (scenery, lights, costumes, props and sound)
2. Facilitate communication between Artistic, Production and Administrative Staff
3. Work with the Artistic Director and Production Staff to ensure artistic quality of each production.
4. Maintain Production Calendar (*Work with the Artistic Director on the scheduling of all on stage events, as well as use of Hewes Room for rehearsals and classes.*)
5. Oversee and organize the production schedule for mainstage, education and Unframed – developing a work schedule for production staff personnel that meets the production needs of each area.
6. Attend, assign staff to attend, the rehearsals of mainstage production in the evenings when they are on the stage. Assist with technical needs during rehearsals. This may involve securing furniture and large pieces for each show, etc.
7. Ensuring the all technical elements are in place and meet the needs of the production including lights, sound, scenic, costume, projection, properties
8. Coordinate work schedules for the production staff. Hold weekly meetings with production staff to ensure communication about work schedules and areas. Work with the technical director to develop a build schedule for each production.
9. Recruit hired and volunteer production labor. Work with technical director to schedule overhire employees needed on an ongoing basis. Do onboarding for over hire production crew and running crew. Work with technical director and stage manager to ensure appropriate and trained running crew for each production. Ensure there is a lead electrician for each production.
10. Supervise the management and running of each production while it is in performance.
11. Work with the technical director to assign properties design for each production.
12. Oversee and implement building safety measures in cooperation with technical director.
13. Coordinate the purchasing and borrowing of furniture and props for each production.
14. Facilitate communication between director, designers and stage manger for each production.
15. Ensure generation of all working drawings necessary for each production.
16. Make assignments to provide standard design package including floor plan, elevations, section and white model.
17. Attend all dress rehearsals, production meetings and preview performances.
18. Assist with all casting calls and work involved with each production.
19. Develop plans for new equipment purchases.
20. Oversee maintenance measures for production areas and production equipment.
21. Serve as Company Liaison when needed, ensuring that out of town guest artists have transportation, housing assignments, housing needs met, ensuring they complete paperwork and all other needs of out of town employees. Arrange travel for out-of-town guest artists.

May be asked to assist the Artistic Director in other capacities. There is an expectation that this salary staff position requires hours on the weekends and after 5:00 p.m.