



New Stage Theatre is seeking a full-time **Production Manager/Resident Lighting or Scenic Designer** for **2024-2025** Season.

New Stage Theatre, a professional theatre in Jackson, Mississippi, is seeking an experienced Production Manager/Resident Lighting or Scenic Designer to supervise its technical production departments for its current season. The Production Manager will oversee all Mainstage and Second Stage Productions, working with theatre leadership to coordinate all aspects of theatre production, including oversight of all technical staff, organizational stewardship of design and execution/build processes, facilities management, production expense tracking, scheduling and supervision of production departments and other duties as assigned. The PM holds the primary responsibility for all areas of production, including but not limited to lighting/electrics, scenery and props installation, costumes, and sound. The production manager will also have lighting or scenic design responsibilities for some shows.

The ideal candidate will have strong collaboration, communication and technical skills, be able to maintain high quality and standards and a safe and supportive work environment. Previous year-round professional experience or an MA/MFA is beneficial but not required. Year round salaried position to begin in August 2023. This position reports to the Artistic Director. Salary is competitive, based on experience. Benefits included.

Start date: August 1, 2024

Interested candidates should send email with a cover letter, résumé, and a list of three references to submissions@newstagetheatre.com by April 15, 2024.

For more information and full job description go to www.newstagetheatre.com

<p>New Stage Theatre is committed to creating an inclusive environment for all employees. Candidates of all backgrounds are strongly encouraged to submit their information.</p>
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PRODUCTION MANAGER JOB DESCRIPTION 2024-2025

Reports to the Artistic 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.
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.
10. Oversee and implement building safety measures in cooperation with technical director.
11. Train and prepare serve as Infectious Disease Prevention Manager and fulfill that role.
12. Coordinate the purchasing and borrowing of lumber, furniture and props for each production.
13. Facilitate communication between director, designers and stage manger for each production.
14. Ensure generation of all working drawings necessary for each production.
15. Serve as scenic charge artist for all productions. May design for a specified number of productions as lighting, scenic or sound designer.
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. Assign properties job for each production.
19. Develop plans for new equipment purchases.
20. Oversee maintenance measures for production areas and production equipment.

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.