



JOB TITLE: THEATRE PRODUCTION MANAGER

Classification: Supervisor
Salary Range: 24

Retirement Type: PERS*
Revised/Board Approved: June 21, 2021

BASIC FUNCTION:

Under the direction of the Center for the Arts Director, plan, oversee and produce all Theatre and Dance Department shows; analyze and determine technical labor and supply budget for Center for the Arts (CFA) productions, campus events, rentals, and community events; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, oversee and produce various Theatre and Dance Department shows from pre-production through opening and closing of the performance; solicit, interview and hire outside lighting, costume, hair and makeup designers and scenic painters and other specialty positions;; conduct production meetings, acquire royalty rights and purchase and distribute scripts.

Analyze and determine technical labor and supply budget for CFA and College productions; administer show budgets; track expenditures, issue purchase requisitions and Personal Service Agreements, and initiate budget transfers as needed; prepare all production department payroll for full-time and hourly employees.

Oversee the scheduling of events for the Marsee Auditorium, Campus Theatre and Haag Recital Hall. Schedule production staff for events, rehearsals and work calls.

Meet with prospective Civic Center renters and College clubs to determine feasibility of accepting, scheduling, and crewing their production or event; create technical labor estimates including front-of-house needs; conduct meetings with rental production team; create billing for backstage and front-of-house labor; conduct tours of CFA facilities to prospective users.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign duties to full-time staff and part-time crew for productions, special projects, and repair and maintenance activities.

Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with and advise touring artists, technical directors or company managers to assure the smooth running of performances, lectures and other events.

Research technical theatrical equipment for rental or purchase for productions; compile bids from vendors on major purchases.

Operate a computer and other office equipment as assigned.

Participate in the selection of plays for the Theatre Department season.

Plan and prepare entry into the American College Theatre Festival including preparing memos, applications and other materials.

Attend a variety of meetings as assigned.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: bachelor's degree in theatre arts, theatre production or related field and three years of theatre production experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Technical theatre production and knowledge of various aspects of producing an event or production in both the educational and professional arenas.

Royalty regulations for play productions.

Budget preparation and control.

Theatre terminology, union rules and other laws, rules and regulations regarding assigned activities.

Stage management procedures and production crew operations.

Interpersonal skills using tact, patience and courtesy.

Excellent oral and written communication skills.

Principles and practices of administration, supervision and training.

Operation of a computer and assigned software.

Abilities/Skills:

Plan, oversee and produce various Theatre and Dance Department productions.

Analyze and determine technical labor and supply budget for Center for the Arts and outside productions.

Supervise and evaluate the performance of assigned personnel.

Schedule events and crew for various productions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and deadlines.

Work independently with little direction.

Plan and organize work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.