



Job Title: Production Manager

Job Designation: Regular Full-Time

Job Classification: Exempt

Job Description: The Constellation Production Manager works closely with the Artistic Director to execute all theatrical productions. The Production Manager is responsible for developing and maintaining relationships with local technicians, designers and vendors. The Production Manager will supervise the technical staff and contractors to keep productions on budget and forecast upcoming projects. This is a full-time, on-site staff position and the Production Manager will be expected to represent Constellation in various capacities, including supporting venue management of the organization's facilities, as well as special events throughout the season.

The Production Manager reports to the Artistic Director.

Key Responsibilities:

Theatrical Production

Oversees all technical aspects of production including:

- Advise on annual production budget
- Realize designs on time and on budget
- Advise on hiring and manage seasonal production staff (such as scenic charge, Head of Electrics, prop master, etc.)
- Hire and manage crew members, carpenters and other artisans and technicians for each show according to need and budget
- Advise Artistic Director on selection of designers and stage managers and contract all of those artists
- Set production schedules for design deadlines and build completion
- Plan and oversee load in / strikes, including hiring all overhire, managing transportation and complying with contracts for any rental venues
- Schedule and lead pre-production meetings, including weekly production meetings during rehearsal and nightly production meetings during tech and previews
- Manage communication between creative team, designers and production staff, including creation of a tech schedule
- Oversee construction of sets and acquisition / build of props, as well as rental/purchase of sound and lighting equipment



Facilities & Equipment

- Hire venue technicians to support renters of the Waldron Arts Center and Ted Jones Playhouse
- Collaborate with administrative team on staffing for rentals
- Support the Head of Electrics to maintain theatrical equipment at all facilities, including consumable inventory such as gels, lamps, etc.
- Manage purchase and maintenance of lighting and sound equipment as needed and within approved budget

Administrative/Other

- Attend weekly staff/department meetings
- Initiate and/or respond to all internal and external communications in a timely, thorough manner via phone, email or other internal channels such as Slack
- Maintain close communication and collaboration with the Artistic office with regards to weekly schedule, with the understanding that it will vary depending on production needs.
- Provide production support for special events throughout the season, both at Constellation venues and off-site venues.

Required Skills and Experience:

- Well-rounded in all technical aspects in theater.
- Strong organizational and communication skills.
- Ability to read Scenic Draftings, Light Plots, and Sound Plots to ensure the proper installation of all equipment and scenery.
- Appropriate rigging knowledge, for the safe install of scenic elements and other equipment
- OSHA 10 Safety Certification (minimum)
- Ability to multitask and work well under pressure, meet deadlines, and solve problems as they arise
- Collaborative spirit to work with artists internally and externally

Physical Requirements:

- Must be able to work in a standing position for extended periods of time on a daily basis.
- Position may require bending, twisting, crawling, and kneeling.
- Must be able to regularly lift and carry 50 pounds without assistance.
- Must be able to regularly lift and carry 75 pounds with assistance.



- Must be able to climb and work from ladders, lifts, and scaffolding.
- Position requires occasional periods of work on hands and knees.
- Must be able to perform occasional overhead work.

Facilities and Staff Overview:

Constellation manages the Waldron Arts Center, home to the 150-seat Whitehart Auditorium and 80-seat Rose Firebay Theater. Both are flexible black-box spaces, with the majority of theatrical programming produced in the Auditorium. Constellation owns and manages the Ted Jones Playhouse, an 85-seat proscenium theater, where some smaller productions take place. The holiday show is produced at the Buskirk-Chumley Theater, a 500-seat proscenium theater, which is rented for the season's biggest musical. Other rented facilities include a Production building with a scene shop and rehearsal studio, and the Constellation Studio, home to our education programs and film program.

Constellation's core production staff include a carpenter, electrician and scenic charge artist. A prop master is hired annually and other positions (support and overhire) are filled with hourly labor. Some scenic builds are outsourced to an off-site shop to help manage the workload over the course of the season.

What else to expect:

- Equity, Integrity, Learning: We approach each other with a spirit of cooperation, trust, and accountability.
- Learning: We value professional development and growing on the job.
- Collegiality: You would become part of an assembly of thoughtful and staff members, board members and community partners.
- Fun! Constellation staff works hard, but also finds opportunities for celebration and time to enjoy each other's company.