



## Job Description – Production Manager

Overview: Provide leadership, labor, budgetary oversight, and accurate record-keeping in production aspects of all shows and events produced by Georgia Ensemble Theatre. Production aspects will include scenery, costumes, electrics, sound, projections, special effects, properties, stage management, and stage operations. Additional responsibilities may require scheduling, maintaining company calendars, venue liaison, vehicle maintenance, and helping to maintain smooth office operations.

### Position in the Organization

Reports To: Producing Artistic Director (PAD)

Is Responsible for: Technical Director, Assistant Production Manager (if applicable), all production staff, and appropriate vendors

Budget Responsibilities: Develop & manage production budgets for each season. Stay within budget for all shows and events as outlined below.

### Responsibilities

- Provide leadership, labor, budgetary oversight, and accurate record-keeping of all shows and events from a production standpoint. Tasks listed apply to Mainstage, FamilyStage, Travel Teams (tours), and Camps/Classes where appropriate.
  - Ensure all financial, artistic, and operational goals are set and accomplished
  - Collaborate with the PAD to develop and maintain annual production budget as well as individual show budgets
  - Arrange, hire, and execute all design and technical contracts, and identify and secure rentals, purchases, and fabrication of production related aspects of each season (including mainstage, theatre for young audiences, and elder tour programs)
  - Oversee hiring and firing of technical/production staff
  - Responsible for developing and distributing production schedules
  - Manage logistics for rehearsal, load-in, run, and load out, and any other activities pertaining to staged performances (including Mainstage and all Travel Teams)
  - Schedule and lead all design and production meetings.
  - Schedule, supervise and attend all technical/dress rehearsals and designer runs
  - Schedule and supervise load in and strike
  - Schedule rehearsals in tandem with stage management and director. Create and maintain rehearsal calendar & contact sheets until stage management takes over.
  - Supervise safety protocols, especially as relates to fire code regulations.
  - Manage production payroll, labor schedules, and relationships with third-party vendors
  - Create and maintain the production calendar for Mainstage, Studio, TYA, and Elder Travel Teams.
  - Coordinate with Casting Director to schedule and support auditions

- Communicate with actors prior to the stage management start date and maintain communication documents to hand off to the stage manager when they start.
- Provide and/or arrange for technical support for events, fundraisers, camps etc.
- Long-term schedule maintenance
  - Create complete season calendar 6 months in advance
  - Draft future season calendars 12 months and 24 months in advance, in collaboration with PAD and venue staff
- Maintain good relations with facility managers to ensure adherence to rental contract, and collaborate to schedule GET events
- Hire, oversee, and schedule stage management and production interns when applicable
- Assist the PAD in discovering and developing production partnerships
- Complete additional duties and projects as assigned by the PAD including events, conservatory showcases, general maintenance, etc.
- Act as company/venue liaison
  - Be the primary point of contact for venues prior to a production or event load-in
  - Assist in establishing the initial schedule for venue rentals
- Upkeep general company calendars in collaboration with Communications Director and any administrative assistants.

### **General Responsibilities**

- Attend all staff meetings, production meetings, and GET Required Team Outings (including opening night of all productions)

### **Performance Indicators**

- At least a yearly review by the Producing Artistic Director
- Each show will come in at or under budget.
- Rehearsals, performances, build, load-in, focus, strike etc. will be well-organized and run smoothly
- Actors, designers and technicians will be provided all information necessary to perform their duties.
- Staff and contractors will provided all necessary support for their work in areas related to tech and production.
- Auditions will be well-organized and run smoothly and on time.

### **Skills and Certifications**

- 2- or 4-year college degree in theatre arts OR management (or equivalent training)
- 1-3 years of professional production management OR project management experience (or similar experience)
- Excellent budget management and planning skills
- Up-to-date working knowledge of theatrical equipment, industry standards, and safety regulations
- Ability to work flexible hours and schedules (such as weekends, evenings, and holidays)
- Effective communication skills (written and verbal); diplomacy and listening skills
- Accounting experience/certification OR documented experience creating & managing multifaceted budgets
- Management abilities and/or training
- Attention to detail with the ability to anticipate and pre-emptively resolve potential problems

- Ability to successfully multi-task and prioritize competing responsibilities and deadlines among projects with overlapping time frames
- Creative problem solving
- Ability to work collaboratively and maintain professional relationships, embracing the GET philosophy of “selfless ensemble collaboration”