



Production Manager

Job Purpose

Arts One Presents seeks an experienced and organized Production Manager to join its team. The ideal candidate will be passionate about the arts and committed to producing community-driven theatrical events. The Production Manager will play a pivotal role in the organization's growth, manage and oversee all aspects of theater production planning and operations.

The Ideal candidate will possess the following skills, experience and attributes:

- Passion for the mission of Arts One Presents and community-driven events
- Strong management acumen in planning, project management, and budgeting
- Personal characteristics that promote excellence in colleagues within a high-quality work environment

Primary Duties & Responsibilities

- Manage and oversee production elements for theatrical events and productions, including but not limited to budgets, contracts, project timelines, technical production plans, and show coordination.
- Oversee risk management, safety protocols and emergency procedures.
- Plan, organize, and coordinate production meetings, rehearsals, and other necessary production related activities.
- Develop, secure and coordinate supplies and resources necessary to the production process.
- Record and track inventory and expenses related to production related supplies and resources.
- Act as the liaison between affiliated vendors and partners.
- Negotiate costs and contracts with vendors and production partners.
- Provide logistical and technical support for off-site or virtual productions.
- Creates and manages annual or seasonal calendar of theater program productions and events in coordination with the Production Council and Executive Director
- Liaises with Production Council, a volunteer committee comprised of board members and community members whose goal is to select shows and directing teams

Job Description: Production Manager

- Schedules and attends Production Council meetings (approx 6 per year)
- Communicates regularly with cast and crew of productions through email, text, phone and in person
- Collects and tracks intake of information forms, waivers, W-9s, invoices, and surveys related to production participants
- Inventory Management of audio/visual equipment, costumes, props, set pieces (i.e. all production related materials), scheduling and monitoring maintenance as needed
- Coordinates with the production's Directing Team to ensure casting positions are filled, rehearsal schedule is sufficient, technical needs are met, and costumes and set are compiled in a central location and performance ready
- Coordinate and oversee execution of production installation, maintenance and strike
- Scouts and secures venues needed for productions and events, manages booking contracts to completion, and communicates with venue management on behalf of AOP
- Creates and maintains production documents and manages the digital storage of all documents in the AOP Google Team Drive
- Manages production budgets, tracking expenses, receipts, and invoices
- Participates in weekly staff meetings, providing updates and reports
- Assists with visual art installations and community outreach and engagement events as needed
- Represents Arts One Presents at public events and meetings

Requirements

- Bachelor's degree in Theater, related field or relevant experience
- Previous theatrical production experience
- Knowledge of professional theatrical production techniques, equipment and safety protocols
- Excellent organization and problem-solving skills
- Strong communication skills and ability to foster effective relationships with vendors, presenters, and other partners
- Ability to multitask and prioritize
- Ability to work in a highly flexible, collaborative work environment

Skills and Abilities:

- Familiarity and proficiency with project management tools
- Ability to rapidly adapt and respond to changes in environment and priorities.
- Ability to work independently, perform multiple tasks, complete tasks on schedule and respond to deadlines, and interact effectively with people inside and outside the organization.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

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- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Belief in art and culture institutions as a cause for social good and a positive, dynamic force for economic development.

Physical Demands and Work Environment:

- *Physical demands:* Position requires utilizing a computer, audio and video equipment and telephone, good eye/hand coordination, verbal and written conversation with others, walking, standing, lifting/carrying (up to 35 lbs.). Vision abilities required by the job include both color and close vision.
- *Work Environment:* Work will be performed primarily in the AOP office in Springdale or remote environments and venues.

Application and Hiring

Hiring Timeframe: September 2023

Full Time: Salary

Minimum Annual Salary: \$40,000, commensurate with experience

14 Paid Holiday Days Off

PTO eligible after 90 days of employment

To apply, submit your resume, cover letter, and three references to Anne Jackson at anne@artsonepresents.org with subject line "Production ManagerPosition."

About Arts One Presents:

Arts One Presents empowers artists, enriches business, and engages community through accessible and inclusive visual and performing arts experiences. Our vision at Arts One Presents is to foster thriving and inclusive communities through the power of art.

Values:

- We promote a community committed to artistic integrity and inclusion, representing diverse voices of our region.
- We inspire, challenge, and support unconventional thinkers, dreamers, and doers who are passionate about using their creative works to impact society.
- We connect performing and visual arts with business and the community, expanding artistic possibilities, outcomes, and lives through creative collaboration.

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