



Production Manager Job Description

Schedule:	Full-Time	Designation:	Exempt
Reports to:	Executive Director	Direct Reports:	2+

About This Role

The Production Manager leads the technical and operational functions for all organizational events and facility management. This includes assembling and managing personnel and technical equipment and supervising the use of all technical systems during facility rental events. Additionally, this position leads the Operations staff in facility cleaning and maintenance.

Responsibilities

1. Review contractual technical requirements for all presented events.
2. Procure and assemble necessary lighting, audio, video, staging, and backline equipment, utilizing both in-house and rental resources.
3. Provide oversight and assistance for facility rental events, ensuring the safe use of in-house technical systems.
4. Recruit, hire, and train technical personnel to build the organization's call list.
5. Organize and supervise all required personnel for events within the facility.
6. Conduct regular preventative maintenance and safety inspections on in-house equipment, including lighting, audio, video, rigging, and lifts.
7. Managing facility cleanliness by establishing and adhering to predetermined cleaning schedules.
8. Schedule operational staff for daily and event-specific cleaning.
9. Perform routine facility maintenance.

Schedule & Commitment

- The schedule regularly fluctuates based on events.
- On non-event days, the typical schedule is Tuesday – Saturday from 9 AM to 6 PM (flexible).
- Evenings and weekends are required.

Requirements

- Degree in Technical Theatre or commensurate experience
- 2+ years' supervisory experience in a performing arts center
- Strong and effective experience in providing outstanding customer service
- Excellent time management skills with the ability to multi-task and prioritize work
- Attention to detail, accuracy, and problem-solving skills
- Excellent written and verbal communication skills
- Proficient in MS Office, Google Workspace, ETC consoles, and Midas consoles

Environment

This position may need to move frequently or stand for long periods of time. The environment requires ascending/descending ladders, ramps, and stairs. The position also must carry objects weighing up to 50 lbs. and push/pull objects weighing up to 100 lbs. on a regular basis.