

JOB POSTING

Position Title: Production Manager
Position Type: Project Management
Location: Trenton, NJ
Duration: Full-Time (may include evenings and weekends)
Salary Range: \$33,000 (Health benefits offered)
Start Date: Immediately or July 22, 2019

Background: Passage Theatre Company is a nonprofit that was established in 1985. Our mission is to create and produce socially relevant new plays and arts programming that deeply resonate with and reflect our community. Through professional productions, educational programs, and community engagement, we present diverse perspectives and new voices that inspire audiences and invigorate the art of live theatre. Passage's core values are inclusivity, community, and empathy. We are a member of the Actors' Equity Association (AEA). Also, we are a member of the New Jersey Theatre Alliance and Theatre Philadelphia. Passage's productions are produced inside the Mill Hill Playhouse located in Trenton, NJ.

Our staff consist of three full-time (Artistic Director, Managing Director and Production Manager), with nine Board members and four consultants which include bookkeeping, administrative associate, development consultant, and community engagement.

Visit our website for more details at www.passagetheatre.org.

Primary Purpose: To provide project management support to Passage's Artistic Director and Managing Director.

Nature of Work: Reporting to the Artistic Director and Managing Director, this position exercises a high level of professionalism and organization while completing project planning tasks; support collaborations and problem solving; manage with relationships with designers and production crew. This is a high-volume position and requires the ability to work under pressure in a fast-paced work environment. Maintaining balance while meeting deadlines is a must. We are a team of hard-working and respectful individuals that enjoy collaboration. The ideal candidate must possess these qualities.

Responsibilities: As the *Production Manager*, the incumbent will be responsible for the following:

- Creating/managing season production calendar in collaboration with the Artistic and Managing Directors and creating/coordinating design deadlines, tech schedules, load-ins and strikes.
- Managing project budgets for mainstage, education, and solo productions in collaboration with the Managing Director regularly.
- Building sets and/or hanging theatrical lighting for productions and event.

- Processing and reconciling budgeted material and over-hire expenses in collaboration with the Managing Director and Bookkeeper.
- Leading all directors and design teams through the design process to guarantee the timely completion of all designs.
- Analyzing all designs submitted to determine feasibility of execution within the allotted time, money, and personnel available.
- Hiring and supervising all production over-hire and contractors including, but not limited to: electricians, carpenters, production assistants, running crew, artistic consultants, and any additional personnel required for specific production needs.
- Facilitating clear communications throughout the production process, and acting as a liaison between directors, designers, stage managers, and Passage administrative staff.
- Providing, when needed, support with hands-on projects including (but not limited to) special effects, video and projections, assisting with stage work, purchasing, sourcing and researching material and techniques.
- Maintaining a safe work environment at all times. Addressing safety hazards with appropriate personnel promptly.
- Attending weekly artistic planning meetings in coordination with the Artistic and Managing Directors.
- Overseeing inventory and maintenance of all lighting and sound equipment.
- Managing all routine facility supply stocking as well as general facility hardware (such as lamps) and stage supplies (such as tape).
- Overseeing the maintenance of a safe work place in compliance with OSHA, ADA, and Building Fire Codes.

Skills: The ideal candidate for this position must be or have:

- Excellent planning, time management and organizational abilities.
- Excellent master carpenter and/or master electrician skills.
- Highly motivated and able to work independently to agreed goals and targets.
- Excellent written and verbal communication and interpersonal skills.
- Ability to work effectively as part of a small close-knit team.
- Adaptable and flexible to changing circumstances and needs of the role, including flexibility in working hours.
- Able to work under pressure, meeting key project and reporting deadlines.

Education: Bachelors degree, or equivalent.

Experience: Must have prior work experience or training in arts administration.

Submit cover letter, resume and references to Damion Parran at info@passagetheatre.org.