

San Diego Junior Theatre
Production Manager - Position Description

POSITION TITLE: Production Manager
SUPERVISOR: Artistic Director
SCHEDULE: Variable depending on coverage needs

DEPARTMENT: Production
STATUS: Temporary/Full-time, Exempt
COMPENSATION: Commensurate with experience

San Diego Junior Theatre provides engaging, innovative, high-quality theatre education and productions for children of all cultural heritages, ages, abilities and levels of interest.

Position Summary: Reporting to the Artistic Director, the Production Manager is responsible for all technical execution duties during the year-round Junior Theatre production calendar.

Key Duties and Responsibilities

- Oversees Technical Director, Costume Loft Coordinator and Costume Rental Specialist
- Recruit, select, and supervise all production staff designers
- Oversee student cast and crew members during rehearsal and in the theatre
- Coordinate and oversee all parent volunteers
- Select, train and supervise the crew
- Monitor Stage Manager's and students' behavior
- Provides first level of trouble-shooting all parent/student concerns
- Participates in developing and managing production budgets
- Oversee the design process with occasional designing
- Facilitate production meetings
- Responsible for facilities/rentals duties
- Participate in developing the production year calendar
- Develop and oversee the production show schedule in collaboration with the Artistic Director
- Organize script materials in preparation for first rehearsal
- Oversee all warehouse duties (offsite), including ensuring all equipment is in safe working condition

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interactions: Must be able to communicate effectively with staff; parents; students; contract artists and designers; volunteers; vendors; rental customers; additional performers and theatre users; park employees; general public

Level of financial impact: Medium

Normal Working conditions: Indoor and outdoor; medium to high noise level; exposure to medium to high noise levels, vibration and dust; ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials; heavy use of extended ladders and mechanical lifts; regular use of power tools and machinery; regularly works in office, theatre and warehouse settings.

Schedule: Variable schedule may include long workdays, weekends, evenings and holidays

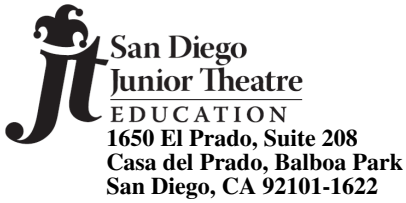
Evaluation Criteria: Smooth running of production including: timeliness, student safety, student on-stage and backstage performance, technical execution; efficient and effective pre-production activities including: project management and scheduling, artistic quality of technical aspects of production, oversight of technical support staff and designers; efficient and safe execution of strike including oversight of staff, students and volunteers; managing the production and technical budgets; successful supervision of staff; positive relationship with all stakeholders.

Education, Knowledge, Skills, and Abilities:

- Professional theatre training and/or academic degree
- Comprehensive practical technical theatre knowledge
- Technical theatre experience in multiple and varied types of shows
- Carpentry, painting, and electrical skills
- Ability to work as a team player, including giving and receiving directions
- Ability to take initiative and solve problems creatively
- Proficiency in basic computer skills including e-mail and Microsoft Office required; ability to use or learn Practical knowledge of Salesforce
- Experience and desire to work with children
- Experience planning, budgeting, and supervising employees
- Stage management experience, scenic artistry, technical theatre management experience, and/or experience with children's theatre a plus
- Exceptional interpersonal, writing, and communication skills required, with a friendly and professional demeanor
- Ability to relate to children and adults in a professional manner; ability to be dependable and personable;
- Ability to prioritize, handle multiple tasks, be detailed-oriented, and meet deadlines
- Ability to maintain confidentiality regarding internal affairs and student matters
- Ability to adapt to changing work settings and conditions
- Familiarity with Junior Theatre programs, processes, and policies a plus

Physical Requirements and Work Environment: Work is performed in an office and theatre setting; frequent standing; working with potentially hazardous equipment and substances; ladder climbing; walking on catwalk; heavy lifting; stressful, time-sensitive situations; occasionally lifts, carries and positions objects weighing up to 100 pounds with assistance; regularly walks from one part of worksite to another; must be able to climb stairs or take elevator; must be able to regularly perform physical activities, including (but not limited to) walk, sit, stand, bend, carry, kneel, climb, push, pull, twist and turn; Limited local travel.

Position involves regular use of a computer and keyboard, telephone, and face-to-face communications; employee should be able to communicate clearly and professionally in all of these manners. The employee may spend long periods of time sitting, standing, or walking. Applicants must have visual and auditory ability to respond to critical incidents and the physical ability to act in an



emergency situation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information: This position requires a criminal background check prior to hire. Must hold valid driver's license, utilize personal vehicle and maintain liability insurance for vehicle.

San Diego Junior Theatre provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

By signing below I acknowledge that I have read, understand, agree and received a copy of the foregoing Job Description. I further understand that my employment with San Diego Junior Theatre is "at-will" as defined in the San Diego Junior Theatre Employee Handbook.

Name (print): _____

Date: _____

Signed: _____