

Position Title:	Production Manager	Classification:	Part-Time
Reports To:	Producing Artistic Director	FLSA:	Non-Exempt
Department/Program:	Production/Artistic	Status:	Regular
Last Update:	3/25/19	Pay Grade:	DOE

ABOUT THEATER ALLIANCE:

Theater Alliance, now under artistic direction of Raymond O. Caldwell, produces 3-4 plays each year, as well as a reading series, called the Hothouse New Play Development Series. Hothouse provides resources and space to emerging DC-based writers to assist in play development, working under the belief that theater can successfully unite audiences of all backgrounds through the power of creative presentation and participation. Theater Alliance strives to create an audience laboratory where the myriad of DC perspectives are face-to-face, tackling questions and confronting issues that separate, such as those of race, class, and privilege, as well those that unite, such as aging, mental illness, and family strife.

Mission: To develop, produce, and present socially conscious, thought-provoking work that fully engages our community in active dialogue.

Vision: A catalyst for innovation and diversity, Theater Alliance is among DC’s pre-eminent theater companies, one that consistently produces thought-provoking and socially pertinent work, successfully uniting audiences of all backgrounds through the power of creative presentation and participation.

Values: • Integrity • Diversity • Excellence

POSITION SUMMARY:

The Production Manager is responsible for coordinating casting and managing show coordination between artistic, production and administrative staff for the Company’s season to ensure alignment with mission and core values.

ESSENTIAL RESPONSIBILITIES:

- Work closely with the Producing Artistic Director in order to facilitate a high degree of communication and planning between production and artistic/administrative staff.
- Hire and supervise freelance personnel including technicians, over-hires, and crew; ensuring that health and safety regulations are met.
- In collaboration with the Artistic Director coordinate the selection, hiring and day-to-day supervision of freelance artistic personnel for productions including directors, designers, and actors.
- Coordinate and manage all aspects of auditions and casting for all main-stage productions, workshops and readings in close collaboration with the Artistic Director, production directors and playwrights.
- Extend offers to actors, under the direction of the Artistic Director and the General Manager; negotiate the terms of the contract and process contract requests to assure that the Management has complete and accurate information.
- Administer crew paperwork, time cards, W9s and invoices. Be the point of contact for payment status/interface with General Manager.
- Work with Artistic Director and General Manager to track and report production budgets.
- Negotiate costs and approve the booking of resources, equipment and suppliers.

- Create, maintain, and implement calendars, timelines, and deliverables while ensuring strong communication amongst all parties regarding production meetings, rehearsals, technical rehearsals, performance schedules, etc.
- Coordinate all logistics for new play workshops, new artists meet & greets, and guest artists' appearances at theater functions.
- Regularly check in on the rehearsal process, serving as a liaison with visiting artists and ensuring that the Artistic Director is kept informed of progress and any potential issues.
- Collaborate with Artistic Director to assure expedient and efficient planning of travel and housing for guest artists including directors, designers, actors and guests.
- Ensure strong communication amongst all parties regarding production meetings, rehearsals, technical rehearsals, performance schedules, etc.
- Counsel artists and volunteers on workplace issues and facilitate solutions and/or refer to Executive leadership for further guidance and assistance.
- Create and manage budgets for production, castings, actor salaries, guest artists' fees (including directors, fight directors, music directors, dialect coaches and other specialists as required for specific productions).
- Additional duties as assigned by the Artistic Director.

General office:

Theater Alliance operates with a full-time staff of one and a part time staff of four. All employees support general office tasks including:

- Database management: input, maintenance, and reporting.
- Answer phones, checking and returning messages, and taking ticket orders.
- Maintain cleanliness of the office, lobby, theater, bathrooms, including taking out trash and recycling
- Retrieve and deliver Company mail
- Communicate with facility owner regarding facility issues, schedules, restroom supplies, etc.

ADDITIONAL RESPONSIBILITIES:

- Assume responsibility for or contribute ideas to safety programs for staff, contractors, and audiences.

In addition to the duties listed above, Theater Alliance expects the following of each employee: adhere to Theater's policies and procedures; work in a safe manner; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with supervisor about departmental issues; demonstrate efficient time management and prioritize workload; demonstrate regular and consistent attendance and punctuality; meet department productivity standards; participate in Theater Alliance events as needed or required; and complete other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in a related field
- Minimum of two years' experience in production and/or stage management for professional theatrical productions.

- An in-depth understanding of theater production process and technical equipment.
- Passion for professional live theater.
- Eagerness to foster the Theater's commitment to new plays and playwrights.
- Commitment to the Theater's diversity and equity goals.
- Energetic self-starter with exceptional attention to detail.
- Driver's license.
- A sense of humor.

KNOWLEDGE/SKILLS/ABILITIES:

- Exceptional interpersonal skills and an ability to manage relationships with a diverse range of personalities in various departments and roles within the organization and in the larger local and national communities.
- Strong strategic and analytical skills, with the ability to interpret information quickly and accurately and to implement directives.
- Considerable knowledge of casting agents, actors, designers, and directors in Washington DC.
- Extensive knowledge of theatrical union contracts (Actors Equity Association, Society of Directors and Choreographers, American Federation of Musicians, United Scenic Artists)
- Excellent oral and written communication skills
- Excellent organizational and time-management skills
- Excellent computer skills, particularly in Excel and Word
- Ability to lead, as well as work within a team structure
- Ability to work easily and comfortably in a fast-paced and rapidly changing environment
- Ability to work nights and weekends (as needed)
- Ability to maintain complete and strict confidentiality of all sensitive information

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this position description constitutes any form of employment contract or restricts management's right to assign or reassign duties and responsibilities to this job at any time.