

Production Manager *Sunset Boulevard* / Porchlight Revisits *Call Me Madam*

OVERVIEW:

Porchlight Music Theatre seeks an experienced Production Manager for *Sunset Boulevard* (opening October 11, 2019) and the short-run Porchlight Revisits production of *Call Me Madam* (November 20-21, 2019). Working under the supervision of the Artistic Directors and Operations/Production Supervisor, the production manager is a key member of the leadership team, responsible for managing production budget, schedules, communication and hiring of production staff/crew and over-hire labor. PM candidate should have a proven history of fostering a collaborative environment and be able to keep the artistic & production teams informed, motivated and engaged while setting high expectation of production values within budget parameters. PM works with the technical director to supervise and advise on scenic builds, install and strike and liaises with management team at the Ruth Page Center to coordinate all production and technical needs from approval of plans to strike/restore of space. PM will be engaged from June through closing performance in December. Position pays \$4,000.

(CONSIDERING LOCAL CHICAGO-AREA RESIDENTS ONLY)

FULL DESCRIPTION:

Responsibilities include but are not limited to:

- Schedule and run at least four production meetings leading up to first technical rehearsal and regular meetings following all technical rehearsals and preview performances.
- Work with the Artistic Director and Operations/Production Supervisor to ensure the timely and complete receipt of all designs from each designer and appropriate paperwork generation from stage management as well as the sharing and communication with other team members as needed.
- Coordinate with the design team, production staff, over-hires and/or production shops to execute scenic, costume, lighting, sound, properties and special effects elements. Ensure safe practices and OSHA compliance is observed by all production staff and over hire in all aspects of operation.
- In all communication, be able to set the tone for a welcoming and collaborative environment while also conveying parameters of budget and building time to ensure proper scope and plan are agreed upon and adhered to.
- Hire, supervise and manage all production staff and contractors including, but not limited to: designers, part time technical staff, electricians, carpenters, stage managers, production assistants, wardrobe personnel, run crew, and artistic consultants. Hold all hires to Porchlight code of conduct and involve Artistic Director and Operations/Production Supervisor on performance issues when necessary.
- Coordinate schedules between departments for use of rehearsal, shop and/or performance spaces, troubleshooting priority needs and communicating changes in a timely manner to all parties. Ensure all production needs, including load-in, tech notes and repairs/replacements after opening occur on time and on budget while maintaining a safe presentation.
- Coordinate with management of performance venue according to their own standards and deadlines and communicate any changes and/or requests with production team. Follow-up on any changes through-out the production process to ensure a cooperative rental relationship.
- Initiate timely requests for paychecks, fees, reimbursements, advances, and bill payments for all members of the production staff, design teams, run crews and support personnel. Track all expenditures and prepare projections and periodic reports of production budgets.

-Coordinate and supervise the transfer or tour of all physical production elements of production as needed.

-Work with Artistic Director and Operations/Production Supervisor to develop and refine plans for capital improvements and equipment purchases, long range operating budget and long-range staffing plan as needed.

-Lend support on Porchlight special events and activities throughout contract engagement as needed.

Qualifications:

-Proven leadership and production management experience, diplomacy and calmness under stress, and excellent communication and organizational skills are required.

-An advanced understanding of budgeting and scheduling mandatory, as well as proficiency in Excel and Google Drive.

-Must have at least three (3) years' experience as a supervisor/manager in live professional theatre. Knowledge of all areas of technical theatre is necessary.

-Previous supervision and oversight of in-house Scene Shop is desirable. Must be able to handle numerous tasks at the same time and coordinate all aspects of production.

-Must be able to physically access all technical spaces in the theater.

-Valid driver's license and personal vehicle required.

Compensation:

Position pays \$4,000 for the delivery of the full production of *Sunset Boulevard* and the oversight of the Porchlight Revisits *Call Me Madam* production that takes place on the same set for three performances.

How to Apply:

-Porchlight Music Theatre is an equal opportunity employer and is interested in receiving applications from a broad spectrum of diverse candidates.

-Qualified candidates should submit a resume and cover letter addressing your specific skills related to this position to employment-intern@porchlightmusictheatre.org.

-No phone calls please.