

Production Manager Job Description

40 hours/week (salaried), M-F, On-site second shift (1-9pm) in order to serve as a bridge between the day shift and evening rehearsals as well as to provide live support to productions. Weekends as needed.

The Production Manager is a member of the Executive Team, and reports to the Executive Director, at the South Bend Civic Theatre. This role is the hub of communication between staff, production teams, and production volunteers. This position has three core areas of responsibility: Production Coordination, Volunteer Management, and Strategic Planning.

Production Coordination

- Serves as the central hub of production communication between staff (artistic, technical, and executive) and production volunteers (directors, production teams, production volunteers)
- Communicates and trains production volunteers to CIVIC protocols and best-practices
- Coordinates safety training with production volunteers
- Trains production stage managers, reviewing best practices, protocols, and strike
- Coordinates and manages production meetings and auditions based on the standardized CIVIC production schedule
- Manages production schedules, rehearsal reservations, technical needs, and meets regularly with the production staff
- Manages and evaluates the following six (6) production functions:
 - Set Construction, Scenic Design, Lighting, Audio, Costumes, Properties
- Communicates line-item production budgets and processes to designers and directors
- Manages production contracts for directors, stage managers, production designers, and orchestra members (if applicable).
- Distributes scripts to the Stage Manager and libretti to the Music Director
- Following the close of the production, works with stage manager to collect scripts/libretti, return deposits to cast/orchestra, then packages and returns to royalty house
- Distribute and collect all production documentation including Code of Conduct and W-9s (for stipended positions)
- Manage and update the Production folder on Google Drive
- Manage rentals for set, costume, and prop pieces

Volunteer Management

- Promptly answers all inquiries about production volunteerism and meets with new production volunteers to welcome and onboard
- Fills production team needs: designers, stage managers, crew members, etc

- Working with the Marketing Manager, sends weekly volunteer update emails regarding auditions, events, volunteer opportunities, etc
- Organizes production audition forms, set build sign-ups, etc
- Collects post-production feedback from entire production team and reports back to executive team for process improvement
- Acts as a mentor and listening ear to all production volunteers
- Produces non-production events and projects as needed: 24-Hour Theatre Project, Playwriting Contest, etc

Strategic Planning

- Working with the Executive Director, to:
 - coordinate new play development including commissions
 - support fundraising and community events
- Working with the Director of Education, organizes and supervises
 - Master-class projects with local writers, directors, actors, and technicians
 - Production internship program
 - Background checks, Parent-On-Duty (POD) program, and child protection policy (when applicable)
- Working with the Director of Operations, communicates and coordinates
 - Production scheduling changes/additions/deletions
 - Season production budgets
 - Production Purchasing needs

Essential Position Requirements:

- Must be a champion and cheerleader for the CIVIC's mission and vision
- Must possess a charismatic and educational leadership style
- Proficient in Google Suite
- Proficient in the English language

Position Start Date: May 13, 2024

Salary: \$50,000-\$60,000 DOE

Applicants must be at least 21 years of age. Preferred candidates will have experience in project management, team building, and theatrical stage management. The CIVIC is an equal opportunity employer. Black, Indigenous, and People of Color (BIPOC); Hispanic and Latino; Asian Americans and Pacific Islanders (AAPI); LGBTQIA+; and candidates with disabilities are encouraged to apply.

If interested, please send a cover letter, resume, and references to CIVIC Executive Director Aaron Nichols at aaron@sbct.org; include "Production Manager" in the subject line.