



## **PRODUCTION MANAGER**

### **GENERAL DESCRIPTION**

Live Arts is seeking an experienced production manager to advance our 32-year legacy of producing high-quality, volunteer-powered theater in downtown Charlottesville. The full-time production manager of this beloved theater works with designers, the technical crew, and the management team to make sure the technical elements of a show are completed safely, on time, and on budget. The production manager must be very organized, have sufficient knowledge about technical theater to communicate with designers and the tech team, and enjoy working with a diverse group of people. The production manager plays a central role in the production process, facilitating it in the same way a stage manager facilitates the rehearsal and performance process.

The production manager reports to the artistic director.

### **SPECIFIC DUTIES**

- In coordination with artistic director, director, and volunteer coordinator, assist with the running of auditions and callbacks.
- Orient stage managers in all the Live Arts spaces and review all building procedures and protocols.
- Prepare agendas for and conduct all production meetings from first all-team production meeting through post-show retrospective.
- Following designer run-through, meet with director and designers to discuss what needs to be corrected or changed, and what is in good shape. The team then addresses these issues on a schedule worked out with the PM.
- Supervise tech week, including without limitation: ensuring that tech schedule is created and disseminated in a timely manner; attending paper tech, rehearsals, and other tech working sessions, as needed; assisting with trouble-shooting specific issues that may arise; and checking in with technical director, designers, stage managers, and directors to ensure work is completed and prioritized.

- Assist technical director with creation of strike schedule and with its timely dissemination to the team.
- Act as liaison between directors, designers, stage managers, and Live Arts production and administrative staff.
- Supervise and oversee the production budgets in conjunction with the artistic director. This includes tweaking budgets to accommodate an unforeseen expense or a design concept that has shifted in some way, looking at ways to shift monies from department to department, and working with departments to find solutions to budget needs.
- Track and monitor production expenses.
- In consultation with technical director, director, and artistic director, note specialized technical needs for productions (e.g., projector, special effects, video).
- Initiate, coordinate and track loans and rentals of materials and equipment, including returns.
- Assist technical director and designers with purchasing, sourcing, and researching materials.
- Secure assistant stage manager, running crew, dressers, and board operators.
- Create Live Arts rehearsal calendar for productions, in conjunction with director and stage manager. Maintain and monitor rehearsal and production calendars.
- Develop and administer timeline for each production in conjunction with artistic director.
- Monitor space availability for rehearsals and troubleshoot conflicts.
- Oversee all routine supply stocking for stage management team.
- Assist artistic director with staffing of production team.
- Provide production manager support as needed to other organizational events.
- Support the education director on specified tasks, especially when education and mainstage needs coincide.

## **SKILLS & QUALIFICATIONS**

- Detail-oriented with excellent organizational skills. Ability to focus on details while remaining acutely aware of the big picture.
- Expert collaborator and facilitator with designers, director, stage manager, technical director, volunteer coordinator, the administrative team, and the artistic director.
- Successful team leader soliciting input from everyone and respecting the decision-making responsibilities of each job.
- Excellent at problem-solving.
- Adapts to the ever-changing realities of producing the technical side of theater and is adept at tackling unexpected malfunctions during all phases of a production. Prepare as well as possible and wait for things to go wrong.

- Clear, honest, open and transparent communicator. Ability to communicate and coordinate detailed information is vital.
- Comfortable with decision-making.
- An appreciation for Live Arts' mission, eclectic programming, and legacy as a volunteer-powered theater. A demonstrated ability to work well under pressure, successfully manage multiple projects, meet deadlines, and adapt to changing priorities and needs
- An abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.

## **COMPENSATION & BENEFITS**

This is a full-time, exempt position. Annual benefits include medical and dental insurance, 20 days of paid time off, nine paid holidays, complimentary tickets, and subsidized parking.

## **TO APPLY**

Interested applicants should email a cover letter and resume to Artistic Director Susan E. Evans at [susan@livearts.org](mailto:susan@livearts.org) by August 10. Applications will be reviewed as they are received. This is a quick-turn hiring process with an ideal start date of mid-August 2022 in preparation for the opening of our 2022-23 Transformations season in late September.

## **ABOUT LIVE ARTS**

Founded in 1990, Live Arts is a national model for engaged community theater. For the last three decades, we have dedicated ourselves to the mission of “forging theater and community.” Our engagement in the community runs deep, and the quality of our volunteer-staged productions is high.

### **Facilities**

We are the anchor tenant in a four-story performance space in the heart of downtown Charlottesville and attract participants, students, and audiences from across Central Virginia. We also rent auxiliary rehearsal space at the neighboring Vault Virginia.

### **Programming**

In a typical year, we present a compelling season of mainstage plays and musicals produced by more than 1,200 volunteers. We welcome hundreds of people to our year-round education workshops and youth summer camps. We run a lab that helps local playwrights develop their work. And for more than two decades, we have

provided tech support to high school and college theater companies performing at the Edinburgh Festival Fringe in Scotland.

### **Diversity, Equity, and Inclusion**

We believe that theater can be a platform for social change and a way to explore the pressing issues of our time. That belief, put forth by our founders, has inspired us to commit to dismantling systems, policies, and practices that may have perpetuated patterns of injustice at Live Arts. In fall 2020, we formed a 13-member DEI Strategy Team to help us become a more welcoming, inclusive theater. Our initial action steps are summarized [here](#).

Live Arts is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor. We are committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and retain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

As an organization working to advance equity, we are committed to elevating the voices of people of color, Native people, LGBTQ+ and transgender, gender non-conforming, and non-binary people; and people with disabilities. We encourage people from these communities to apply.