

Job Title: Production Manager
Status: Full Time, Exempt
Reports To: Executive Director
Anticipated Start: December 2021

Musical Theatre West is one of the oldest regional musical theater companies in Southern California. As we embark on our 70th Season, we are looking for a dedicated Production Manager who will assume duties that have previously been divided among several staff members in the past. This position will ensure the smooth logistical operations of productions, reading series and concerts, as well as special events and fundraisers. The PM supports the artistic and technical production staff in maintaining the integrity of all Musical Theatre West productions; and acts as the primary liaison between the artistic and administrative sides of the company. Since the MTW staff is still relatively small for our size organization, each position is hands on and helps out where needed

Duties and Responsibilities

- Is familiar with the appropriate AEA contracts the company operates under and their rules and regulations as well as rules and conditions of the various venues the company uses
- In conjunction with the directorial, design and technical staff, determines the personnel needs for stage crew, props and costume crew and coordinates the hiring and scheduling of said crews, in keeping with approved budget amounts;
- Creates a master production calendar for the season and for each show, including rehearsals, production meetings, technical rehearsals, and performances;
- Is responsible for the creation, distribution, collection and approval of employment agreements, payroll paperwork and time sheets for all crews, turning in said paperwork to payroll within established time requirement.
- Is responsible for the distribution of payroll checks to stage crew;
- Assists the Company Manager in coordinating auditions, ensuring facilities are ready for auditions
- Maintains the sets owned by MTW and handles the rentals of such including load out crews and other aspects
- Maintains the company vehicles assuring they are in good repair and ready for each use.
- Manages and maintains all storage areas, both within the MTW space and offsite when applicable
- Arranges for the transportation, pickup and delivery of sets, costumes and properties to be used in the productions;
- Acts as the point person between theater personnel and MTW personnel during technical rehearsals and performances;
Coordinating daily calls and preparing a tech schedule well in advance of load in
- Produces and maintains a production archive for each show

Requirements

- EXPERIENCE/KNOWLEDGE College degree in Theatre, Technical Theatre or related field or a minimum of 4 years of experience in production management with theatrical productions and/or theatrical management or Stage Management. Experience to include administering budgets and supervising staff.
- SUPERVISORY RESPONSIBILITY: Must possess excellent supervisory and communication skills and work well in a fast paced, multitasking environment. Should be a self -starter who can organize their time efficiently and willing to be very hands on as well
- WORKING REQUIREMENTS: This is a full time position although hours may vary from week to week. Evening and weekend hours are expected and schedule flexibility is required. .This is a general contract and applicant would be expected to remain in the position for at least a year. It is understood that other duties may be assigned as required for the smooth operation of the company. Because we are a small staff, this is definitely a hands-on job as much as administrative and managerial tasks that are required.
- ADDITIONAL REQUIREMENTS: Must have reliable transportation and a valid driver' license.

To Apply: Email cover letter, resume, salary history, current city of residence and 3 references to: Jobs@musical.org.,
Subject Line: Production Manager Position. No phone calls please