



## Broadway Bound Children's Theatre

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### **Position Description:** Production Manager

This position is part-time with 20-25 hours a week and will pay \$18/hr. This position reports to the Artistic Director to manage all productions and events in order to produce high-quality productions with youth performers and is a key staff position at Broadway Bound.

Broadway Bound's mission in providing performing arts opportunities with all interested youth participants creates a unique programming and production structure. The Production Manager focuses on how to best support all production related fields for the mainstage productions, summer camps, Summer Spotlight, performance/production workshops and presentations, fundraising events, co-productions, and partnerships.

### **Overview of Responsibilities**

#### Production Leadership

- Create production schedules, budgets and staffing plans for each production and/or event(s) taking into account variable cast sizes and quantities, school calendars, and weather-related consequences
- Secure legal rights for use of scripts and related promotional materials
- Develop and maintain records of all expenses related to productions
- Schedule and lead production meetings
- Keep productions on track to meet artistic quality objectives, budgetary constraints, and scheduling deadlines
- Facilitate open communication across all departments, taking care to prioritize the organization's mission and needs of the production
- Engage in creative problem solving with all production departments to best support the artistic vision of directors and designers while keeping the production within budget and meeting all safety and scheduling requirements
- Provide safety information and lead talks involving safety of staff and participants as needed
- Coordinate the delivery of all production elements, including sets, props, costumes, audio, and lighting equipment to and from the performance venue each rental period
- Attend all tech and dress rehearsals and performances, communicating notes to each department during tech week

#### Human Resource Management and Development

- With the Artistic Director, create staffing plans for productions aligned with organizational needs and available financial resources



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- Recruit and hire artists and technicians for each production and event(s) including directors, choreographers, music directors, stage managers, designers, and technicians/engineers
- Create contracts and letters of employment as needed along with the disbursement and collection of any additional materials needed to meet the requirements of legal employment and BBCT's hiring policies.
- Instill a culture of collaboration across BBCT to ensure a smooth production process

### Facility Management Support

- Work with leadership in procuring and managing all performance venues, rehearsal and office space, production shops, and storage leases.
- Point of contact for rentals and leases for BBCT productions
- Work with department heads to maintain order and cleanliness in all workshops and storage spaces
- Update inventory of owned items in scenic, costumes, props, lighting, and sound/AV departments at least once per year, making sure that all equipment is in good working order.
- Manage property maintenance including all owned production equipment and all items rented and leased.

### **Qualifications**

- A Bachelor's degree in production or stage management or equivalent work experience
- An understanding of all performance and production elements related to musical theatre
- Has a working knowledge of various tech platforms like Google Drive, Microsoft Suites, Dropbox, etc.
- Involvement in education and/or youth development and the ability to work effectively with youth performers and technicians preferred
- Is organized and detail-oriented with the ability to prioritize and multitask
- Exceptional communication skills and is dedicated to building an inclusive, respectful, and positive work environment
- Can demonstrate responsible autonomy in regards to completing tasks as well as working in a team setting
- Has a valid driver's license.



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### **Desired Personal Attributes**

While much of the Production Manager's day-to-day focus is centered on organizing the logistical requirements in mounting productions, there is a significant portion of responsibilities that center on creating an open and inclusive space for artists, participants, and audiences. The ideal candidate for Production Manager will possess the following attributes:

- a natural rapport with young people that stems from genuine enjoyment of interacting with others
- accessible and approachable demeanor that inspires openness to varied ideas, viewpoints, and concerns of staff
- resourcefulness in innovating opportunities and solving challenges
- capacity for sound decision-making
- a sense of humor

### **Additional Information**

Main offices are located in a historic building with an open layout for all staff. Studios are available for large groups and production meetings. Other organizations share the building and there will be interaction with kids of all ages and abilities between the hours of 8am to 7pm. Some work may be done off-site with prior planning and open communication and is contingent on performance and demonstrated strong work ethic.

Broadway Bound is committed to creating a welcoming and inclusive work environment, aiming for a friendly yet professional atmosphere based on mutual respect for all team members. This position will report to the Artistic Director, lead and collaborate with all production staff, and occasionally interact with participants, their families, volunteers, and board members.

### **Broadway Bound Children's Theatre is an Equal Opportunity Employer**

All employment is decided on the basis of qualifications, merit, and organizational need. We encourage people from all walks of life to apply.

### **How to Apply**

Interested candidates can send a cover letter and resume to Heather Jessup, Co-Artistic Director, at [hmjessup@broadwaybound.org](mailto:hmjessup@broadwaybound.org). Anticipated start date of January 15th, 2020.