



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Production Manager
Department: Production
Reports to: Artistic Director/Associate Dean

The Production Manager (a full-time management position) is responsible for budgeting, scheduling, staffing, and coordinating all production elements of PCPA – Pacific Conservatory Theatre. The Production Manager sets and maintains production schedules and manages resources; supervises the overall process in production departments; coordinates logistics and use of theatre, shop, studio spaces (including the Festival Theater with Solvang Theaterfest); and, in collaboration with the Artistic Director, recommends solutions to emerging challenges in line with production, instruction and artistic goals. The Production Manager serves as a member of the PCPA senior leadership team and may teach specific job related skills and supervise and advise students and interns within the Conservatory training programs.

The following positions report to the Production Manager: Assistant Production Manager/Company Manager, Costume Shop Manager, Technical Director, Scenic Designer, Scenic Charge Artist, Lighting Director/Designer, Sound Director/Designer, and all guest production personnel. Other Resident Artist positions (Actors, Directors, Choreographers, Musical Directors, Fight Directors, Intimacy Directors, Voice/Dialect Coaches) have a collaborative relationship with the Production Manager and the Conservatory Directors, and work under the general supervision of the Production Manager in the context of production processes/rehearsal/performance.

In conjunction with the Conservatory Director/Technical Theatre, the Production Manager identifies needs and oversees technical intern recruitment/budget/scholarship processes. This position has responsibility for production departments' conformance to PCPA's procurement processes, and works with the Managing Director to establish and monitor production departments' budgets. The Production Manager supervises all stages of the production process, including design, budgeting, rehearsal, and performance.

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Roles and Responsibilities:

- Develops an annual production schedule in collaboration with other PCPA leadership. Works with the Conservatory Director - Acting and the Conservatory Director - Technical Theatre to coordinate production and classroom schedules.
- Participates in long-range/strategic planning and annual season planning.
- In conjunction with production department heads and Managing Director, prepares annual budgets for production areas with breakdowns for various departments, including development of Recruitment/Budget/Scholarship planning and tracking.
- With the Artistic Director, resolves labor and space issues between designers and production departments. With production department heads, allocates time, and space on stages.
- Supports and supervises collaboration between directors, department heads, and designers.
- Oversees the completion of assignments for all production areas, and coordinates with department heads on the use of storage and shifting systems used in the course of annual operation.
- Counsels with departments regarding the use of labor, materials, and capital equipment, and maintains control of expenditures in all technical areas.
- Ensures that deadlines on design and delivery timetables are met.
- Apprises Artistic Director of progress in all production areas.
- With Managing Director, oversees PCPA's compliance with AEA/URTA Agreement.
- Coordinates the maintenance of safe physical work spaces and develops and training recommendations for staff and students. Oversees accident reporting.
- May create, maintain and lead instruction for Safety and Production Management curriculum in coordination with the Conservatory Director – Technical Theatre.
- Prepares agenda for, and leads regular Production staff check-in meetings.
- Schedules/attends production and design meetings (or assigns designees), chaired by Stage Management.
- Establishes and maintains efficient communication flow to coordinate between production, conservatory and business offices.
- Schedules and attends (or assigns designees) technical and dress rehearsals, previews, and note sessions.
- With Artistic Director's oversight, coordinates recruitment, orientation/on-boarding, and general human resource management of Production department(s) personnel.
- Coordinates operations and communication with Allan Hancock College regarding facilities and equipment, including theatre availability and needs assessment for non-PCPA productions.
- Serves as a production and facilities liaison with external agencies.
- May represent PCPA at regional and/or national theatre conferences and festivals (e.g. USITT, SETC, ACTF, CETA).
- Engages in development and implementation of inclusive pedagogy and the advancement of equity, aesthetic diversity and cultural literacy.
- Promotes a commitment to anti-racism, Equity, Diversity, and Inclusion in all areas of PCPA.
- Attends EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource training and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggressions; and interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- Performs other related work as required.

Qualifications and Skills preferred:

- Working knowledge of all aspects of the theatre process – production and technical, as well as performance – with particular emphasis on technical theatre budgeting needs and processes.
- Significant professional experience in commercial and/or regional professional theatre.
- Strong organizational, budgeting, leadership, and staffing skills. Ability to supervise and coordinate the activities of large groups of people toward a common goal.
- Ability to work productively within established timelines and support others in meeting deadlines.
- Ability and experience to maintain physical theatre spaces and monitor theatre safety – basic understanding of CAL-OSHA, NFPA, SDS, electrical, height, and general safe work place guidelines.
- Demonstrated understanding of unique needs of organization, management, and administration within the context of educational and professional theatre.
- Knowledge of field-wide professional standards for training of Career and Technical Education students and interns.
- Demonstrated experience evidencing commitment to anti-racism, Equity, Diversity, and Inclusion.
- Demonstrates a special sensitivity and ability to work effectively with a diverse company and community members - with respect to race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing.
- Excellent communication skills – written, oral, and visual.
- Knowledge and usage of correct English grammar, spelling, and punctuation.
- Master's Degree or the equivalent preferred, or; Bachelor's Degree required, with 3+ years of professional experience. Certain combinations of education and experience may be assessed by the search committee as equal to the stated minimum qualifications.

Other Requirements:

- Possess a valid California license to drive.

Work Conditions:

- Ability to work weekends, evenings, and work with a flexible schedule.
- May have to work at heights, around moving machinery, and with exposure to noise, vibration, and dust.
- Must be willing to travel and work at various sites.
- Must be willing to work outdoors in various weather conditions while using the appropriate safety procedures.
- Ability to work safely in an environment containing potentially hazardous electrical equipment, fumes, and/or materials.

Physical Demands:

- This person needs occasionally ascend/descend ladders.
- This person needs to move about an office and building to access files, other offices, and parts of a theatrical building.
- Occasionally will work in outdoor weather conditions.
- Occasionally will need to move/carry equipment weighing up to 50 pounds.