

DRAFT JOB DESCRIPTION: PRODUCTION MANAGER

- 2 primary roles within Langham – Technical Coordination and Production Coordination
- **Technical Coordination** includes: (30% of job)
 - liaising with the Theatre Manager with respect to the technical elements of the theatre space
 - inventory and maintenance of theatre equipment (sound, lighting, stage)
 - responsibility for safety in the theatre space (and training regarding safety)
 - working with the Guilds to help train and recruit new technical volunteers, including builders, set painters, set décor, etc...
 - technical staffing for theatre rentals – lighting and sound (can sub-contract / use volunteers once trained)
- **Production Coordination** includes: (70% of job)
 - liaising with the Production Chair and each Production Team to determine technical needs for all productions / festivals throughout Season (and for upcoming Seasons – i.e. longer-term view)
 - work with Guilds and internal / external connections to identify production specific volunteers / resources (i.e. fight choreography, dialect coaches, fake blood experts)
 - attending production meetings to keep in the loop on production needs, and facilitate communication between various technical departments (lights, sound, props, set décor)
 - responsible for budget creation and control for each production and overall Season – works with Treasurer and Theatre Manager, as well as Head Builder, Production Chair and Production Teams
 - For each production:
 - work with set designer and head builder to develop / communicate clear construction plans / goals
 - schedule build, and oversee construction by head builder and volunteer build team (including scheduling of volunteers)
 - schedule / coordinate set painting with set painters (and help to resource)
 - work with production team and Theatre Manager to schedule various steps in production timeline
 - work with lighting and sound designers and Guilds to resource and train operators / technical volunteers for pre-show work and production runs
 - assist with lighting hangs and sound design as required by designers (acts as a resource)
 - trouble-shoot technical problems during rehearsal period
 - coordinate with Theatre Manager and Front of House regarding technical aspects of each performance

Desired Skill Sets:

- excellent communication skills – written and oral
- solid people skills and ability to teach / train
- passion for live theatre
- creative problem-solving
- organizational / time management skills
- budgeting skills
- willingness to work flexible hours (as productions demand)
- ability to schedule volunteers (requires communication / organization and understanding of tasks to be accomplished)
- technical theatre skills – at least basic knowledge of:
 - set construction and design / drawing skills (to allow communication with builders)
 - lighting design (conceptual and practical)
 - sound design (conceptual and practical)
 - safety in theatrical spaces
- appreciation for and basic understanding of all elements of live productions (big picture understanding of what it takes to put on a production)
- first aid certification (or willingness to acquire)