

Job Title:	Production Manager (PM)	Job Category:	Artistic
Department/Group:	Artistic	Reporting:	Producing Artistic Director
Level/Salary Range:	42,000 - 47,000 annually	Position Type:	Full- Time, exempt 40+ hours per week

Job Description: The PM is the key administrator of all productions, keeping all performances, rentals, and education & special event performances running smoothly & efficiently, managing show and facility budgets, and working as a liaison between the cast, crew, and director, and manages the Technical Director.

ROLE AND RESPONSIBILITIES – PRODUCTION MANAGER

- Under the guidance of and in cooperation with the AD, plan, implement, and track production operations & annual production budget, ensuring adequate resources for each;
- Allocate scheduling hours to work projects for all areas of operation including props hallway, production office, scene shop & off-site storage units;
- Coordinate and budget for all rehearsals, classes, performances, rentals, and special event performances, ensuring sufficient calendar space, time and staff resources & lead annual calendar planning meeting;
- Ensure company event and space calendar is accurate and up-to-date & send weekly space allocation emails;
- Ensure that all venues are prepared for performances/events/classes, including sending advance requests to determine needs, as well as set-up equipment, lights, sounds, room temperature, and testing of same on the day of;
- Coordinating with the Audience Services Manger, Manage, order and maintain inventory (cleaning supplies, facility, equipment, etc.) and purchase expendable materials as well as capital equipment, as allowed in the budget, to ensure 100% readiness of all facilities;
- Submit timesheets and reimbursements for all production and design teams;
- Monitor and code purchases made on company credit cards/accounts to submit to bookkeeper;
- Recruit & court new design talent, and retain current roster to assemble design teams of excellence;
- Secure rights & royalties for upcoming seasons/projects;
- Prepare contracts for all production, design and acting teams & rentals and acquire appropriate tax documentation;
- Contract and coordinate ASL interpretation;
- Ensure that any MET-affiliated personnel or members of the production team are properly fingerprinted when working with minor children;
- Facilitate and conduct Training/Orientation to incoming and returning production teams and actors;
- Organize and schedule photoshoots for press & archive photos for each production;
- Liaise between the AD/AAD, TD, cast, crew, and director, taking notes and facilitating conversation concerning the director's vision, the AD's vision, technical issues, and cast blocking to verify continuity; and
- Delegate and supervise production teams ensuring successful and proactive communication.

PREFERRED SKILLS

Knowledge in Audience View or similar ticketing/donor software, Mac, Microsoft, Excel, and Google Office Suites preferred. Self-starter; Excellent customer service skills, communication and administrative skills required. Experience in two or more theatrical disciplines (stage management, design, scenic charge, deck crew, electrics, audio mixing, casting) required.

WORK HOURS

The PM is a full time exempt employee working 40+ hours weekly and keeping a varied schedule, with additional required evening and weekend work events/meetings, etc: Reasonable autonomy is afforded regarding office hours worked, so long as required events, rehearsals, & meetings are attended, deadlines are adhered to & hours are proactively communicated/coordinated appropriately.

BENEFITS

- After 90 days of employment, employees are entitled to unlimited leave/PTO not to exceed 10 consecutive days unless approved by the supervisor and in accordance with the employee handbook.
- Simple IRA, with up to 3% employer match on eligible compensation;
- MD State Arts & Entertainment District Artist Income Tax Subtraction Modification, with 502AE tax form annual filing;
- 50% employee class and camp discounts; and
- 2 comps to each MET production.

To APPLY

Submit a cover letter and resume with a summary of demonstrable accomplishments to employment@marylandensemble.org. For questions or general inquiries about this job opportunity, please contact Tad Janes, Producing Artistic Director & Melynda Burdette Wintrol, Managing Director, at employment@marylandensemble.org.