

GOODSPEED MUSICALS

Job Title: Production Manager

Department: Production

Reports To: Executive Director

General Statement of Job Function: The Production Manager is ultimately responsible for overseeing the production department and all physical productions for Goodspeed Musicals, including East Haddam (Goodspeed Opera House) and Chester (The Norma Terris Theatre).

Essential Duties and Responsibilities:

- Develops, with department heads, annual technical production budget; monitors and re-projects expenditures on a monthly basis; works with department heads and creative teams to keep expenses within budgets; reviews and approves all department purchasing.
- Oversees all hiring and recruitment for the production department; directly supervises the following: Associate Production Manager, Technical Director, Charge Scenic, Lighting Supervisor, Audio Supervisor/Resident Sound Designer, Props Manager, Costume Director, Wardrobe Staff, and Costume Rental Manager/Resident Hair-Wig Designer; develops annual labor budget/schedule and advises department heads on staff hiring/personnel issues as needed.
- Under the direction of the Artistic/Producing department, negotiates and executes designer contracts for each production.
- Oversee the Barrington Costume Rental Facility, including the development and maintenance of a business plan for the costume rental business.
- Lead the development and implementation of suitable safety practices and procedures for the production department and the organization as a whole.
- Coordinates with Artistic/Producing department in the development of the master calendar and production-specific schedules and deadlines; monitors inter-production department scheduling as needed.
- Schedules and runs regular production meetings; represents production departments at regular staff meetings; communicates production needs and events to administrative staff as needed.
- Participate in strategic planning for the production department and the organization as a whole.

Additional Duties and Responsibilities:

- Coordinate/assist with facility management and maintenance as needed.
- Participate in season planning as requested by Artistic/Producing department.
- Represent Goodspeed in LORT/USA Negotiations as needed.

Qualifications and Skills:

This position requires at least a Bachelor's degree in either Theater or Business, and 5-7 years' experience in theatre management. A BFA in Technical Production or equivalent experience is preferred. The person in this position must possess computer skills, managerial skills, and a working knowledge of technical theater. The ability to work within tight deadlines and budgets, as well as a working knowledge of LORT/Union contracts is preferred.