

CAL SHAKES

Position Description:
Interim Production Manager
Part-time, Hourly

Position Summary

The Interim Production Manager (IPM) is responsible for ensuring a smooth close to the 2022 season [*Lear*] and for advancing the 2023 season planning – including all production elements of California Shakespeare Theater, plans for the 2023 season are still under way but may include Cal Shakes productions, presentations, and potential rentals including concerts, fundraisers, staged readings, workshops, or educational programs which require production or logistical support. The IPM also oversees the company management of artists related to the mainstage shows. The IPM will collaborate with members of the Leadership Team on aspects around planning Cal Shakes' 2023 season and other future programming. The Interim Production Manager reports to the Managing Director and supervises members of the production department.

As a result of the Covid 19 pandemic and organizational downsizing, organizational structure and staffing continues to be adjusted to better align with organizational resources and capacity. Production departmental and reporting structure may be adjusted in conversation with Managing Director, and other members of the staff. Job duties and responsibilities will be updated as required.

Essential Duties and Responsibilities

Production Management (85% of work time):

Management of Personnel (30%)

- Supervise production staff including the Associate Production/Rentals Manager, Production Coordinator, Scenic, Costumes, Properties, Lighting, Sound, Stage Management.
- Supervise all guest artists such as designers, choreographers, fight directors, dramaturgs, and other artistic personnel.
- Complete and submit end of season documentation and evaluations for production staff in coordination with the Associate Production/Rentals Manager

Financial/Administration (30 %)

- Develop, maintain, and track annual artistic and production budgets.
- Oversee all production related expenditures and maintain budget control.
- Sign off on expenses for production accounts.
- Ensure artist unions [Actors Equity Association (AEA), Stage Directors and Choreographers Society (SDC) and United Scenic Artists (USA)] are properly paid fees due upon completion of all contracts, coordinate with the business office.
- Negotiate, prepare, and execute production staff contracts and guest artist contracts (directors, designers etc.). Negotiate with artist agents and managers as applicable.
- Manage and track all designer and director fee payments and reimbursements.
- Review and approve payroll for production staff and artists

Project Management (25%)

- Ensure smooth coordination of and oversee the season load out process
- Oversee the execution of all production requirements to support the staff's safety.

- Create and maintain the master annual production calendar, including performances, rehearsals, meetings, concerts, and other activities across the company.
- Work with production staff to problem solve technical issues which arise during the planning, build, load-in, technical rehearsal, changeover, and strike process.
- Prepare deadlines and documentation to assist in the monitoring of the design, in order to facilitate timely design deliverables, and show builds which are on time and on budget.
- Convene and coordinate design meetings and ensure that a constant and healthy flow of communication is maintained within and between departments, and with artistic personnel.
- Serve as Liaison between the Theater and all artistic personnel (directors, actors, designers, other specialists).
- Work with the Facilities department to oversee and facilitate a safe environment for all employees and audience members in accordance with fire code, OSHA, union rules, company policy, etc.
- Oversee special events such as music concerts, fundraisers, staged readings, workshops and educational programs which require production or logistical support in collaboration with special events/rentals staff

Company Management (10% of work time)

- Supervise the Production Coordinator as they work to coordinate all logistical aspects of Company Management for out-of-town artists.

Leadership Team Duties (5% of work time)

- Collaborate with members of the Leadership team to the strategic planning and future direction of the theater.

Supervision: The Interim Production Manager reports to the Managing Director.

Qualifications

Ideal candidates will:

- Have general knowledge pertaining to all aspects of technical theater—i.e. lighting, sound, costumes, scenic
- Have previous theater or event production experience, or equivalent two-year degree or bachelor's degree
- Have good time management and punctuality
- Have strong written and verbal communication skills
- Have a strong attention to detail
- Have a valid driver's license—with own car preferred
- Be able to make decisions and work under pressure with poise, grace, and diplomacy
- Be able to prioritize and handle multiple projects simultaneously
- Previous customer service experience preferred
- Previous company management experience preferred

Special Environmental Factors:

- There is one main location, our outdoor theater in Orinda
 - Fast-paced, open office environment, frequent interruptions, background noise.
 - Outdoor theater space with hills, uneven terrain, and environmental factors (sun, wind, weather, etc.)
- Some areas in both locations have limited accessibility, please feel free to ask for more specifics
- Variable schedule, some evening and weekend hours are required

- Must be able to work independently
- Some hours may be able to be worked remotely.

This position reports to: Managing Director

This is a Part Time, Hourly, Non-Exempt contract. This position will be contracted from September 19th, 2022 through December 31, 2022, dates are negotiable. Hourly rate is between \$26-\$32, depending on experience. Interim Production Manager will work between 15 and 32 hours per week.

Vaccination Policy: Cal Shakes is a fully vaccinated and boosted workplace

Application deadline: September 1, 2022. Cal Shakes is unable to provide local housing or travel assistance.

To apply please email resume and cover letter to: productionjobs@calshakes.org **with subject line:** “Interim Production Manager Search”