

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

JOB DESCRIPTION

Associate Production Manager

Part-time, Non-Exempt

Hourly Rate: \$26-28/hour, based on experience

Position Overview

The position of Associate Production & Rentals Manager (APM) is a part-time, year-round position in the Production department, reporting to the Production & Rentals Manager (PM). The APM is charged primarily with the administrative activities of production management in support of the Theater's Main Stage season. The APM also assists with special events including concerts, fundraisers, staged readings, workshops, and educational programs which require production or logistical support. The anticipated workload for this position is 40 hours per week during the season (May through October) and 20 hours per week during the offseason. Includes nights and weekends.

Duties and Responsibilities

Production Management

Management/ Personnel

- Serve as the primary production manager for one or more mainstage productions or special events in each season, as assigned by the production manager
- Assist the PM with the planning and execution of special events including concerts, fundraisers, staged readings, workshops and educational programs which require production or logistical support
- Assist in the hiring of all Production Department heads, (Scenery, Costumes, Props, Paints, Electrics, Sound) including AEA Stage Management
- Assist in the facilitation of the design process by clearly communicating and maintaining budget and deadlines and ensuring that the creative team is in communication with production department heads
- Provide production support during the rehearsal, tech and performance periods as needed; remain on site at the theater for load in, tech and preview weeks in rotation with the PM
- Serve as a secondary liaison between the Theater and all creative team personnel (directors, actors, designers, other specialists)
- With the Executive Director and artistic department, function as a line producer/project manager for new projects as assigned (e.g. Cal Shakes ONLINE programming)

Administrative

- Assist the PM with the creation and maintenance of the master season production calendar and individual show/events calendars
- Assist with the coordination of work flow among production departments during load in, tech and strike
- Coordinate all mainstage staff and production meetings and distribute meeting notes
- Oversee the drafting and execution of all director, designer, and other production or creative team contracts.
- Participate in the season planning process

Financial

- Assist the PM with the creation of the yearly production budget
- Assist with PM with monthly expense tracking, projections and reports
- Assist the PM with day-to-day administrative tasks such as reviewing and approving employee time cards; processing invoices and check requests and other tasks within the department

Rentals and Events Management

Events, Rentals, Gala

- Represent Cal Shakes at company functions, as assigned, including fundraising events and invited events with our partner companies
- Participate in company-wide projects such as the Diversity & Inclusion Workgroup, and others
- Provide technical support for outside theater events and venue rentals
 - o Produce Events at the Bruns
 - o Work with the PM, Facilities Supervisor (FS) and Technical Director (TD) to budget, approve/deny all production requests.
 - o Work with PM, TD to determine labor needs for rentals.
 - o Oversee rental load ins/outs, as needed.

Company Management

As needed, assist in the coordination of company management needs for out of town artists as needed. This includes coordinating transportation and hotel for visiting artists.