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| <b>Job Title:</b>          | <b>Production Manager</b>  |                       |                             |
| <b>Department/Group:</b>   | Production   | <b>Reporting To:</b>  | Artistic Director           |
| <b>Level/Salary Range:</b> | \$40,000 - \$45,000 (plus Health Insurance & PTO)  | <b>Position Type:</b> | Full-time Exempt, Permanent |
| <b>Search Process:</b>     | We will be evaluating applications on a rolling basis with a decision to be made after Dec. 1, 2022  | <b>Start Date:</b>    | Early 2023, preferred       |
| <b>To Apply:</b>           | Submit letter, resume, and names/contact info for three references to <a href="mailto:jobs@winniplayhouse.org">jobs@winniplayhouse.org</a> |                       |                             |

**ROLE AND RESPONSIBILITIES**

The Production Manager is an essential member of the administrative team of the Winnepesaukee Playhouse and should be committed to the mission of creating art that inspires, engages, and entertains the residents of the Lakes Region and beyond. The successful candidate will be well-organized and self-motivated to coordinate production needs of all three divisions of the Playhouse: professional, education, and community. While the Production Manager oversees all aspects of production of the theatre’s operations to ensure a consistent and high-quality product, it will be necessary they be able to foresee and communicate potential issues, as well as contribute to solutions.

**Essential Duties:**

- Oversee production needs in all divisions of the Playhouse operations: professional, education, and community
- Post, review, interview, and hire seasonal production staff
- Schedule and monitor all production personnel
- Facilitate communication between directors, designers, and appropriate departments with the Playhouse staff
- Create and maintain production calendars for all divisions
- Create and maintain main Playhouse calendar
- Schedule all public use spaces
- Assist all production departments to source and purchase materials required to execute designs
- Schedule and facilitate all concept and production meetings
- Oversee and track all production budgets
- Facilitate scheduling over-hire personnel as needed to achieve production goals
- Assist Facility Manager with scheduling and monitoring of regular and emergency maintenance
- Assist Facility Manager with maintaining the motor pool
- Monitor rehearsal/performance reports and ensure that all departments are responding promptly
- Coordinate all departments in end of production budget reporting to Managing Director
- Coordinate and assist with all production needs for rentals and/or outside groups presented by the Playhouse
- Attend administrative staff and full company meetings, production meetings, and technical rehearsals
- Other duties as assigned

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Physical Requirements:**

- This position requires the employee to hear, see, move freely, lift 50lbs or more, have or obtain a valid driver’s license and maintain a clean driving record.

**Minimum industry specific qualifications:**

- Significant organizational skills and demonstrated ability to monitor multiple projects simultaneously
- Self-motivated with exceptional attention to detail
- Significant written and oral communication skills
- Familiarity with Microsoft 365 and Adobe software
- Familiarity with or willingness to learn industry specific software (VectorWorks, QLab, etc)

**Minimum education/experience requirements:**

- There are no minimum education requirements for this position.
- Previous experience in production management, stage management, or equivalent supervisory positions

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| <b>Last Updated By:</b> | Thom Beaulieu | <b>Date/Time:</b> | 11/07/2022 |
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**WINNIPESAUKEE**  
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