



## **JOB DESCRIPTION**

**POSITION TITLE:**           **PRODUCTION MANAGER**  
**JOB TYPE:**                 INDEPENDENT CONTRACT, SEASONAL  
**DEPARTMENT:**            PRODUCTION  
**REPORTS TO:**             PRODUCING DIRECTOR  
**SUPERVISES:**             PRODUCTION STAFF & INTERNS

### **SUMMARY**

The Production Manager (PM) helps ensure the artistic vision for each production can be achieved within the Festival's technical and budgetary means. The PM is a seasonal independent contractor that works from June through September, and serves as the communication hub for the production department before and during the Festival. A two-week residency in Provincetown is required during the Festival in September.

### **JOB REQUIREMENTS**

The PM should have a working knowledge of technical theater with a degree in Theater or commensurate experience. The PM must have superior organization skills; interpersonal and written communication skills; and computer aptitude in scheduling, spreadsheet, and communication software. S/he must also have a valid U.S. driver's license and a positive, caring, and energetic attitude. The PM must have the ability to work unsupervised to complete tasks and create the best working environment, as well as the ability to multi-task, delegate, and interface with a wide variety of people.

### **WORK RELATIONSHIPS**

The Production Manager works closely with the Producing Director, and is considered a senior member of the Festival staff. S/he interfaces regularly with the Electrics Supervisor, Scenic Supervisor, Sound Supervisor, Technical Venue Managers, and technical/production assistants and interns. Serving as an extension of the Producing Director, the PM also communicates directly with guest directors, designers, and producers.

### **PRIMARY RESPONSIBILITIES**

The Production Manager focuses on planning and execution of smooth technical operations for all Festival productions and events. The PM works with the Producing Director to coordinate communication, schedules, budget, and labor. S/he works in conjunction with the Producing Director and technical supervisors to advance, problem solve, and organize all Festival productions to ensure smooth Festival week operation. In addition, s/he is responsible for supporting the Producing Director with Festival-produced shows and other tasks that typically fall under the role of Production Manager. S/he creates a welcoming environment for Festival producers, artists, staff, guests, and volunteers.

## JOB DUTIES

### Pre-Planning: June-July:

- One 3-5 day site visit (housing provided by Festival) in Provincetown, with production and technical staff, to determine venue/production needs and assist with the Festival's annual dinner gala.
- Weekly virtual or phone consultation with Producing Director, Supervisors, and Producers.

### Production Planning – beginning August 1:

- Attend virtual or phone production meetings. Take and post production notes and follow up on tasks discussed in meetings.
- Serve as communication hub for Production department.
- Work with Production staff to determine specific needs of each production: lighting, sound, staging, scenery, props, costumes, and special needs.
- Assist Producers with production/tech matters and provide clear information as needed.
- Create a comprehensive Festival Schedule.
- Work with Technical Supervisors to estimate building costs, get prices for rental equipment, and obtain bids when necessary.
- In coordination with Production staff, purchase and schedule delivery of rental equipment, building materials, transportation and other necessary technical equipment.
- Help ensure each venue and production is properly staffed with technical staff members, interns and/or volunteers.
- Ensure borrowed and rented items are returned.
- Adhere to the Festival budget.

### During the Festival:

- Live and work in Provincetown (housing provided by Festival) for one week prior through the Wednesday after the Festival (which falls on the last full weekend in September).
- Schedule and facilitate daily technical staff meetings.
- Create and post daily schedules by 8am.
- Gather information from staff to create and disseminate to-do lists.
- Communicate with guest producer(s) if necessary, especially when issues escalate.
- Provide management support and problem solving for all Festival-produced shows.
- Work with Supervisors to ensure technical elements are realized as planned.
- Manage and edit Festival schedule as necessary.
- Ensure load-ins, strikes and load-outs are properly staffed and cleanly executed.
- Work with Technical Supervisors to ensure all rented and borrowed equipment is returned.
- Help manage Technical Venue Managers and other technical staff.
- Perform administrative and organizational tasks that typically fall under the role of Production Manager, especially high-pressure problem solving in a fast-paced environment.
- Communicate between Festival and guest producers as necessary.
- Help the Festival maintain a high level of respectful, artistic quality.