



GERI WRIGHT
EXECUTIVE DIRECTOR

MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

Production Manager
Full-time exempt
Salary \$75,000
Benefits: Full Package
Reports to Artistic Director
Tucson, AZ Based
Updated March 2023

Company Profile

Arizona Theatre Company (LORT C1) is the state's only member of the League of Resident Theatres, as well as the only LORT theatre in the country that produces shows in two cities- Tucson and Phoenix Metropolitan Area. ATC maintains offices in both cities and produces 5-6 mainstage shows, various workshops and galas each year. Each show is built, rehearsed, teched and opened in Tucson at the Temple of Music and Art, and then moves to the Phoenix Metro Area at the Tempe Center for the Arts- Home of Arizona Theatre Company. For fiscal year 23/24 the budget is anticipated to be approximately \$8.5M.

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including, but not limited to, race, color, age, sex, gender identity, sexual orientation, religion, disability, or national origin.

Overview

This role is responsible for the oversight and management of the entire Production department. The Production Manager will be responsible for all production staff (currently 26 w/11 Direct Reports) and production departments, provide oversight of the design and production processes of the theatre, create schedules for upcoming seasons, create and manage budgets for the production department, and ensure the safe and orderly operations of the entire department.

Production manager will work with creative teams to enhance collaboration and communication between artistic and production individuals to facilitate the creative process of productions.

Essential Functions:

- Oversees creation, implementation, tracking, and expenditures of budgets for all Arizona Theatre Company productions.
- Organizes, schedules, and attends rehearsals, production/design meetings, load-ins, technical and dress rehearsals, performances, maintenance calls, and other events. Allocates production time on stage.
- Acts as liaison with designers and production departments as designs are produced.
- Schedules and supervises all design and shop deadlines and ensures that deadlines are met.

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PHOENIX, ARIZONA 85001

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TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

- Ensure that each of ATC's productions transfer from the Tucson theatre to the Tempe Center efficiently while maintaining the artistic integrity of the show.
 - Maintain good communication and relationships with the Tempe Center for the Arts Technical and Administrative Staff.
 - Acts as liaison between Production and all other ATC departments, attends staff and senior staff meetings, and other ATC functions. Communicates the needs and issues of the Production departments to senior staff.
 - Oversees contract compliance for all designers.
- Advises in use of labor, materials, and capital equipment for all production departments.
 - Coordinates upkeep of all theatre and backstage spaces for efficiency, quality, and safety. Assures that production department heads maintain all equipment and facilities in optimum condition.
 - Hires department heads and personnel for sets, paints, properties, costumes, lighting, sound, and stage management.
 - Supervises Assistant Production Office Manager, Technical Director, Charge Scenic Artist, Props Supervisor, Costume Director, Lighting and Projection Supervisor, Sound Supervisor, and Stage Managers.
 - Serve as primary contact with IATSE locals in Tucson and Phoenix/Tempe. Negotiates each three-year agreement between IATSE and ATC.
 - Assist as needed with facility rentals scheduling, setups, and production personnel.
 - Serve on the Safety Committee and implement and coordinate ATC's Safety Programs within the Production Department.
 - Provides regular updates to Artistic Director.
 - Other duties as assigned by supervisor.

Qualifications

- Experience in technical theater, stage, or production management.
- Effective communicator and collaborator with ATC staff, volunteers, patrons, union representatives, guest artists and donors. Communicates clearly, thoroughly and respectfully.
- Familiarity with union guidelines, including LORT, AEA, SDC, USA, and IATSE.
- Ability to supervise numerous individuals doing multiple projects at the same time.
- Knowledge of best practices and safe working procedures in all areas of technical theatre and able to promote and cultivate a safe and organized work environment.
- Attentive to detail, accountable, and skilled in time management.
- Intermediate to advanced knowledge of Microsoft products, including the Office 365 Suite.
- Has, or has the ability to obtain, a valid driver's license.
- Has established network of industry colleagues, vendors and collaborators.

Preferred Skills

- Demonstrated problem solving skills.
- Basic knowledge of accounting and payroll/HR procedures.
- Basic math and reasoning skills.
- Ability to operate, or learn to operate, counterweight flying systems and personnel lifts.

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 40 pounds.
- Must be able to perform physical activities such as, but not limited to lifting, bending, crawling, and climbing ladders.
- Ability to work from heights (ie grids, catwalks, ladders, loading bridge and personnel lifts).
- Available to work nights and weekends. Workdays could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies will be required based on production schedules.

Benefits

Comprehensive health and pension benefit package, including paid vacation, health, dental and vision insurance, and inexpensive cost of living in Tucson, AZ.

**HOW TO APPLY: Please send a resume and a cover letter with references to: artisticjobs@atc.org
Please put "Production Manager" in the subject line.**