



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Production Manager
Full-time Exempt
Salary \$85,000-90,000
Benefits: Full Package
Reports to Artistic Director
Location: Tucson, AZ, On-Site at Theatres, Shops and Offices
Updated March 2026

About Arizona Theatre Company

Founded in 1966, Arizona Theatre Company (LORT B) 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 Tempe/Phoenix Metropolitan Area. ATC maintains offices in both cities and currently produces 5 mainstage shows, various workshops, readings, and fundraising events including 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 Tempe/Phoenix Metro Area at the Tempe Center for the Arts - Home of Arizona Theatre Company. For fiscal year 25/26 the annual budget is approximately \$8.5M. There are approximately 72 full time employees split between the two cities, and 100-125 local and national guest artists employed throughout the season.

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.

Position Overview

Reporting to Matt August, Kasser Family Artistic Director, the Production Manager is responsible for the oversight and management of the entire Production department. The Production Manager will be responsible for all production staff 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, manage and mentor all direct reports, and ensure the safe and orderly operations of the entire department.

The Production Manager is part of the Officer Leadership Team, contributing to long-term strategic planning and implementation. The Production Manager will work with creative teams to enhance collaboration and communication between artistic and production individuals to facilitate the creative process of productions.



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Essential Functions:

- Oversees creation, implementation, tracking, and expenditures of budgets for all Arizona Theatre Company productions. Provides regular updates to Artistic Director, Executive Director and Chief Financial Officer.
- 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 while maintaining the high artistic standard that ATC is known for.
- Ensure that each of ATC's productions transfer from the Temple in Tucson to the Tempe Center for the Arts 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 co-CEOs.
- Oversees contract compliance for all designers, stage managers and overhire employees.
- 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.
- In consultation with the Artistic Director, hires department heads, personnel for sets, paints, properties, costumes, lighting, sound, production management, and stage management.
- Hires and Supervises Associate Production Manager, Assistant Production Manager, Assistant Production Office Manager, Technical Director, Charge Scenic Artist, Props Supervisor, Costume Director, Lighting and Projection Supervisor, Sound Supervisor, and Stage Managers. Mentors all the above positions as needed, understanding the need to grow their leadership skills.
- Collaborates with Artistic Director on the hiring of Creative Teams.

atc

ARIZONA
THEATRE
COMPANY

MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN
EXECUTIVE DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

- Serve as primary contact with IATSE personnel in Tucson and Phoenix/Tempe. Negotiates each agreement between IATSE and ATC in conjunction with the Executive Director.
- Assist as needed with facility rentals, events, scheduling, setups, and production personnel.
- Create, implement and coordinate ATC's Safety Programs within the Production Department.
- Provides regular updates to and collaborates with the Artistic Director.
- Attends rehearsals as needed.
- Is an Ambassador for ATC both on site and in public.
- Has the vision to help grow programming and outreach activities in alignment with organizational goals.
- Other duties as assigned.

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 rules, 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, Dropbox, Foxit, and knowledge and skills to read technical drawings.
- Has, or has the ability to obtain, a valid driver's license.
- Has established network of industry colleagues, vendors and collaborators.
- Knowledge of the standard of excellence required of a LORT B theatre.
- Ability to collaborate with other theatres and producers about co-productions, rentals and enhanced productions.

Preferred Skills

- Demonstrated problem solving skills and leadership skills.
- Basic knowledge of accounting and payroll/HR procedures.
- Basic math and reasoning skills.

atc

ARIZONA
THEATRE
COMPANY

MATT AUGUST

KASSER FAMILY
ARTISTIC DIRECTOR

ANA ROSE O'HALLORAN

EXECUTIVE DIRECTOR

- Ability to supervise flying systems and personnel lifts.
- Knowledge of production touring processes and protocols.
- Experience working, collaborating and communicating with top-level designers and directors.

Physical & Scheduling Requirements

- ATC provides reasonable accommodations to applicants with disabilities, including during the application and hiring process
- Ability to lift and move items weighing 20 pounds.
- Ability to perform physical activities such as, but not limited to lifting, bending, crawling, and climbing ladders.
- Available to work nights and weekends. Workdays could be long and could include long periods of time standing/sitting.
- Short Phoenix residencies will be required based on production schedules.

Additional duties may be added or subtracted in the future as needed, in collaboration with Artistic Director, Executive Director, Officers, Department Heads and IATSE.

Benefits

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

This is a fluid list of functions, tasks, qualifications, requirements and descriptions, and will evolve as the needs of the organization evolve and the relationship with, and the skillsets of, the individual hired.

HOW TO APPLY:

Please send a resume and a cover letter with references to:

artisticjobs@atc.org

Please put "Production Manager and [your name]" in the subject line.

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG