



Production Manager

Theatre Aspen, an award-winning professional theatre in the heart of the Colorado mountains, currently presents three mainstage productions each summer season, featuring directors, creative teams and actors from the Broadway community, a professional apprentice program, and a robust year-round education program, is seeking a Production Manager for the 2023 summer season.

The Production Manager is a seasonal position responsible for providing the essential leadership required to maintain efficient mainstage and educational productions. The Director of Production, assisted by an Assistant Director of Production, works closely with the Producing Director, Executive Producer, Technical Director, General Manager, Director of Education, and Business Manager.

Relationships

- Supervises and leads all department heads.
- Works closely with full-time Theatre Aspen staff, seasonal staff, and over-hires.

Responsibilities:

- Lead design process with creative teams prior to summer season, including scheduling meetings, communicating with outside scenic and rental shops.
- Oversee areas of production and ensure compliance with OSHA and USITT safety standards.
- Oversee scheduling and planning of all activities in the Hurst Theatre, including season and weekly production schedules, theatre maintenance, rental events, and rehearsals, maintaining overall balance of workflow and labor requirements.
- Research, source and implement capital projects and improvements. Research cost analysis for rentals and purchases.
- Negotiate and act as mediator in artistic, technical, and labor discussions, including problem solving and cost analysis.
- In collaboration with site supervisor, oversee facilities management making sure potable/drinking water, bathroom supplies, cleaning supplies, first aid, etc. are stocked throughout the theatre.
- Create project-based and seasonal budgets encompassing labor and physical elements.
- In collaboration with the Producing Director and senior staff, create framework for future planning and strategic development of theatre operations and the organization.
- Maintain and cultivate inventory of stock and equipment.
- Source, interview and hire production staff and production apprentices.
- Coordinate with District Theatre Manager at Aspen School District the use of equipment and spaces.
- In collaboration with Producing Director cultivate relationships with potential artistic collaborators and production partnerships within the Roaring Fork Valley.
- Assist full time staff with create a welcoming and safe learning environment for all seasonal apprentices, including the planning and implementation of 2-3 apprentice workshops.

Requirements:

This position requires excellent organizational, communication and personal skills. A Bachelor's degree in theatre, or equivalent experience as a technical director, production manager or member of a technical production team is required.

Experience includes but is not limited to:

- Experience creating, consulting on, monitoring and adhering to budgets. The ability to analyze production desires and assess requirements regarding staffing, budgeting, and design.
- Experience creating and overseeing technical production, fabrication, installation and strike calendars and schedules.
- Strong organizational, leadership and staffing skills, and communication with the ability to work productively under pressure and meet deadlines.
- A broad but proficient understanding of all aspects of technical theatre, possessing excellent computer skills and knowledge of theatrical computer programs.
- Possessing excellent communication skills, the ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude in stressful environments are all essential attributes. The ideal candidate will excel in creating an environment in which all parties feel respected and heard.
- A valid driver's license in good standing.
- The ability to provide proof of, or acquire certifications and/or licenses, (first aid, CPR, COVID Compliance) if necessary.
- Full Covid vaccination required for employment.
- Must love dogs. We are a dog friendly office with up to 4 furry friends visiting daily.

Dates: Early May (remote) – September 30, 2023

Pay: Competitive salary, plus travel and private housing.

Interested applicants should send a resume and a cover letter to resumes@theatraspen.org with a subject line labeled as "Director of Production."

Theatre Aspen is an equal opportunity employer. Theatre Aspen understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.