



Job Description: Production Manager

Employer: City Springs Theatre Company

Reports To: Director of Production

Type: Full Time, frequent nights/weekends during show periods

Salary: Starting at \$54,000 annually

Benefits: Medical, Vision, Dental

Position Description:

Reporting to the Director of Production, the Production Manager supervises all main stage and educational productions and events for City Springs Theatre Company. This position will be responsible for budgeting, scheduling work, ordering supplies, and coordinating various production departments.

Duties include:

- Budget management & reporting for all production activities.
- Labor scheduling & reporting for all production and shop needs at the studio/office.
- Facilitation of production and design meetings, and other communication between artistic and production teams.
- Manage production calendars ensuring timelines are communicated and stay on track.
- Assist Director of Production with contract administration for designers, assistants, and associates.
- Negotiate pricing and procure all technical elements needed for each production.
- Ensure that all CSTC productions maintain standards of artistry.
- Ensure timely completion of construction of scenic elements, load-in, lighting, and sound installation, as well as strike and proper restoration of the Sandy Springs Performing Arts Center.
- Ensure studio space is effectively booked for all main stage and educational productions.

Required Qualifications

- Experience in production management for theatre, dance, opera, or other live events.
- Exemplary communication skills, both oral and written.
- Experience leading and managing groups of artistic and production collaborators.
- Experience with labor relations, specifically with IATSE, USA, AFM, AEA, and SDC contracts and rules.
- Mastery of common office software, especially Google Docs, Google Sheets, Google Calendar, and Zoom.
- Mastery of Google Drive, Dropbox, and other file-sharing platforms.
- Above average computer skills, including experience working in MacOS.
- Valid driver's license and reliable transportation

Preferred Qualifications

- Fluency in Vectorworks (or other CAD software.)
- Experience in various production disciplines, including carpentry, rigging, sewing, lighting, sound, and projections.

Additional Qualifications

- Committed to the mission of City Springs Theatre Company.
- Self-motivated, honest, thoughtful, and composed.
- While exceptionally detail-oriented, can also focus on large concepts and strategic issues.
- Able to navigate through diverse and sometimes competing priorities.
- Collaborative and collegial in work relationships.

To Apply, and to learn more about CSTC:

<https://www.cityspringstheatre.com/about/careers/>

Please be prepared to submit a cover letter and resume.

Applications will be reviewed as they are received.