

## **Position Description**

**Title:** Production Manager

**Department:** Production Department

**Reports To:** Director of Production

**Supervises:** IATSE Local 1 crew during opera theatre and musical theatre events, Associate Production Manager

**Internal Contacts:** Students, Faculty, Staff

**External Contacts:** Overhire crew, IATSE Local 1 administration, guest artists, designers, theatrical equipment vendors including lighting, rigging, scene shops

**Employment Status:** Full-time, exempt

## **Domains**

### **Opera Theatre and Musical Theatre Productions**

- Assumes the role of Production Manager for all Opera Theatre and Musical Theatre
- (OMT) productions, including those produced using online/virtual formats.
- Schedules and leads all production meetings, working closely with the Director of Production and the Managing Director of Opera Theatre and Musical Theatre.
- Builds and maintains a detailed production budget in collaboration with the Managing Director of Opera Theatre and Musical Theatre.
- Builds and maintains detailed labor budgets for each production in consultation with the Director of Production.
- Creates and maintains production calendars for all productions, working closely with the Director of Production and the Managing Director of Opera Theatre and Musical Theatre. Calendars include production deadlines, production meetings, load-ins, tech rehearsals, orchestra rehearsals, performances, and strike.
- Serves as the primary contact for all designers.
- Helps facilitate designers making deadlines and adhering to budgets.
- Sources bids for all relevant departments after designs are approved.
- Maintains MSM equipment inventory across venues, and identifies any conflicts between spaces based on the performance calendar.
- Provides support for the rehearsal room (including online rehearsal rooms) by managing rehearsal report requests, checking in on rehearsal room needs, and communicating with stage management.
- Hires all necessary production staff, following the guidance of the Director of Production. Positions include department heads, show crew, and load-in/strike labor.

- Creates crew schedules based on the production calendar and within the labor budget.
- Coordinates payroll with the Director of Production and the Associate Production Manager.
- Makes purchases and approves expenses within preapproved budgets.
- Provides management oversight in the theatre when the School conducts on-site, in-person performances. Oversight includes load-in through strike.
- Coordinates repairs and maintenance during the run of on-site, in-person shows.
- Presents a final, reconciled budget after load-in and strike.
- Runs post-mortem meetings to help improve the process in which MSM produces OMT productions.

### **Production Office Administrative Work**

- Assists Production Office staff with creation and communication of crew schedule.
- Assists Production Office staff with processing of payroll for full-time, overhire, and student staff.
- Assists with concert production as time and schedule allow.

### **MSM Summer and Precollege Productions**

- Acts as point person for MSM Summer and MSM Precollege productions.
- Creates production calendars for productions.
- Schedules and runs production meetings.
- Manages all rehearsal needs and processes rehearsal report requests.
- Communicates adequate and realistic resources to the creative team and staff.
- Serves as onsite support during the summer months.

## **Job Requirements**

- 3+ years of production management experience.
- Working understanding of the operations of carpentry/rigging, automation, lighting, sound, props, and costumes.
- Working knowledge of Microsoft Word, Excel, Outlook, Zoom, Vectorworks required.
- Must be able to read and evaluate technical drawings; ability to draft is a plus, but not required.
- Experience with IATSE crews and contracts preferred.
- Professional demeanor, and superb verbal and written communication skills.
- Comfortable in high-pressure situations; adaptable, solution-orientated, and skilled in collaboration.
- Ability to work irregular and extended working hours.
- Ability to move throughout the theatre and office environment and continuously perform essential functions for an extended period of time.
- Familiarity with digital/online performance medium a big plus.

## Contact Information

Send letter of application and résumé including three references to:

Madeline Lucas Tolliver

Dean of Performance and Production Operations

[mtolliver@msmny.edu](mailto:mtolliver@msmny.edu)

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.