

## GENERAL POSITION DESCRIPTION

A Noise Within seeks an experienced Production Manager to oversee the Production Department for all ANW productions. The Production Manager is responsible for supervising all aspects of production including hiring and supervising all production personnel and some artistic personnel in concert with the Producing Artistic Directors, working with directors and designers to ensure top-quality productions, and creating and maintaining production budgets. ANW operates with an annual budget of \$3.6 million and produces a 6-show main stage season in addition to collaborating with partner organizations for residencies and performances ([Noise Now](#)), periodic stage readings, fundraising events, and [educational programs](#).

A successful candidate will have:

- Minimum of 3 years' experience as a production manager or member of a production department
- Broad understanding of all aspects of technical theatre, including Rigging, Sound, Video, and Lighting.
- Experience creating and managing budgets.
- Experience overseeing production calendars and schedules.
- Experience in working with various theatre unions, including Actor's Equity, IATSE, and United Scenic Artists.
- Excellent computer skills and proficiency with industry software such as VectorWorks/Auto-CAD, QLab, Microsoft and Google Suites.
- Experience reading ground plans, light plots, and other theatrical specifications.
- Excellent communication skills straddling art and administration.
- The ability to hire and develop a wide range of crew & technicians, with a proven ability to promote an inclusive and diverse workplace.
- The ability to prioritize multiple simultaneous projects successfully and work effectively with artists, production teams, volunteers, interns, and staff.
- Proven ability to troubleshoot a wide variety of issues spanning across all aspects of theatre, both technical and personnel related.
- Ability to collaborate with the Development Department for grant proposals. Experience in creating, bidding, and executing grant package proposals is a plus.

Working conditions and physical demands:

- Ability to lift up to 50 lbs.
- Ability to climb ladders
- Comfortable with heights
- Ability to see in low-light conditions (such as a dark theater)
- Availability for night and weekend hours
- Ability to drive and a valid driver's license

## RESPONSIBILITIES

- Develop season schedule for all main stage productions and additional programming in collaboration with Managing Director and Producing Artistic Directors
- Develop and supervise production budgets.
- Work with directors and design teams to ensure timely completion of all designs.
- Supervise production personnel including designers, electricians, carpenters, stage managers, wardrobe, running crews, etc.
- Oversee inventory and maintenance of all lighting, shop, costume, and sound equipment.
- Conduct weekly internal production meetings in addition to show-by-show production meetings with design team and directors.
- Oversee each production lifecycle from pre-production to post-mortem evaluations.
- Support productions with research on needs including video and projections, special effects, sourcing and researching materials and techniques, etc.
- Establish and maintain a safe work environment at all times, OSHA 10/30 training is desired.
- Process weekly Payroll for production staff.
- Process all receipts and production related reconciliations.
- Other duties as assigned.

**The position is full time - salary range is \$60,500 - \$66,560 annually DOE, (top of range is exempt) plus a competitive benefits package including paid health insurance, company-matched retirement savings plan, paid vacation, and paid holidays.**

To apply, please send a cover letter, resume, and list of professional references (3-4) to our managing director: [dloveramos@anoisewithin.org](mailto:dloveramos@anoisewithin.org). Please put "Production Manager – Candidate Last Name" in the subject line. Incomplete applications will not be considered. Please, no follow up calls. ANW is committed to our anti-racist practice across the whole organization and we invite candidates to review more information [here](#). Candidates of color and diverse backgrounds strongly encouraged to apply.