

Production Manager

The Public Theater seeks a positive, collaborative, and creative facilitator **Production Manager** to join our Production Management team. As a Production Manager, you will coordinate technical execution and support for assigned projects, facilitating communication among production staff, other departments at The Public, and creative teams on each project. Production Managers align resources to realize individual projects at the highest possible level while also working with each other and the Production Department heads to maximize the overall capacity of the Production Department in service to The Public's artistic mission. This position reports to the Associate Director of Production.

Responsibilities:

- Manage production process for each assigned project
- Facilitate the flow of information and activity alignment among production departments and between production staff and design teams, directors, stage managers, and other departments across The Public.
- Manage production budgets and budget projections including partnering with production and design teams to arrive at designs that align with project budgets and available resources.
- Lead production meetings including facilitating communication, prioritizing, and scheduling production work during the build, load-in, tech, previews, and load-out.
- Ensure continued production support and maintenance throughout a project's run.
- Collaborate with fellow production managers and production department leadership to continually improve the capacity of the department and the quality of our work and workplace.
- Hire and supervise staff or overhire Assistant Production Managers as needed.
- Actively support The Public's commitments to safety, diversity, and respect in the workplace.

Requirements:

- Minimum five years of experience in theatrical production, with a strong background in production management, stage management, and/or technical direction.
- Demonstrated personnel and budget management experience.
- An effective communicator, capable of settling how best to reach different audiences and executing communication based on that understanding.
- Ability to align stakeholders toward common goals while negotiating competing priorities.
- Ability to work constructively with artistic and technical collaborators and adapt to a range of personalities and working styles.
- Proficiency in Microsoft Office suite. Working knowledge of CAD software a plus.
- Willing to take action and eager to accept new opportunities and tough challenges with passion.
- Long weeks and evening/weekend hours required during tech/previews for assigned projects.

COVID-19 and Vaccination Policy:

- As a condition of employment, The Public will require all who report to work on site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.
- The Public Theater Production Department is currently engaged in a combination of remote and in-person work. This position will begin work remotely but is expected to begin working in person during the 2021-2022 season.

Salary Range:

- \$78-83k

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

TO APPLY:

- Please send a cover letter and resume to: prodadminjobs@publictheater.org