

EDMONDS PUBLIC FACILITIES DISTRICT

Announces the following EMPLOYMENT OPPORTUNITY:



POSITION: **PRODUCTION MANAGER.**
EMPLOYMENT STATUS: Seasonal (10-Months), Full Time, Exempt
SALARY & BENEFITS: Salary \$2666- -\$2916 per month (for 10 months), DOQ, plus Medical and Dental Benefits
REPORTS TO: Operations Manager
SUPERVISES: All Technical Theatre Staff and Interns

JOB SUMMARY:

Serving as a key staff member in the operation of a 700 seat regional performing arts facility in downtown Edmonds, the Production Manager will oversee and/or facilitate all technical theatre functions and support for ECA presented artists and renters. The PM will work in conjunction with the Operations Manager to plan and schedule daily operation of the theatre, schedule and supervise stage labor as needed for events and supervise events as needed. The PM will also oversee maintenance of the theatre systems and equipment.

ESSENTIAL JOB FUNCTIONS:

Customer Service

- Advance the production requirements for approximately 100 presented and rental events annually. Schedule and prepare appropriate resources, staff and vendors as needed, to support all theatre and special event presentations.
- In conjunction with the Operations Manager, work closely with renters and presented artists to facilitate performance requirements.
- Serve as key technical liaison between the theater and renters/presented artists
- Oversee all aspects of load-in, performance and load-out for all ECA renters/presented artists.
- Promote, monitor and manage excellent customer service by all technical staff.

Stage Work

- Supervise the set up, operation and restoration of lighting, sound, rigging, stage or A/V systems for rehearsals and performances as needed.
- Maintain all theatre systems and equipment
- Purchase, stock and organize storage of theater consumables, equipment and supplies
- Facilitate company management and hospitality needs for presented artists.
- Keep accurate records for client billing and purchasing functions in cooperation with Accountant.
- Provide recommendations on long term capital improvements to enhance and better utilize theatre systems.
- In partnership with the Operations Manager, maintain a safe theatre environment for performers, crew and audience members.

Personnel

- Develop, supervise, train and evaluate a list of qualified on-call technicians to staff events.
- Schedule technical crews to meet the needs of renters and presented artists.
- Train and supervise rental clients' technicians on ECA equipment and systems as required
- Utilize and work positively with ECA Volunteers as needs dictate

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent management and interpersonal skills
- Verifiable, advanced technical skills in the areas of rigging, sound engineering, and carpentry
- Excellent computer skills including MS Office software
- Flexible schedule and reliable transportation (evening and weekend hours frequently required)
- Strong planning and organizational skills, attention to detail
- Strong written and verbal communication skills
- Ability to work independently as well as in a collaborative environment

EDUCATION AND EXPERIENCE:

- Minimum five years progressive experience as a stage technician required
- Experience in a supervisory role

WORKING CONDITIONS:

Position involves tasks that may be considered physically demanding. Heavy lifting, working on catwalks, ladders and lifts and working with electrical equipment are common requirements. Position will also require many evening and weekend hours including, at times, additional hours beyond a standard 40-hour work week.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

Please note: Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Center for the Arts of the need.