

UNION COUNTY PERFORMING ARTS CENTER

Job Title: Production Manager
Status: Full-Time Salaried, Exempt
Department: Production
Reports To: Executive Director

SUMMARY

The Production Manager's primary focus is to direct and coordinate all aspects of event management (for our two venues) related to tech production. This position will work closely with all event staff to provide 5-star service to renters, promoters or artists who put on shows at UCPAC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advise renters, promoters and artists' concerning the technical requirements, policies and resources of the facility, including handling the "tech advance" of every performance in an efficient and timely manner.
- Gather and distribute information for events including set-up, crew schedules and equipment required.
- Determine personnel and equipment requirements for performances and events, including cost estimates to fulfill these requirements.
- Monitor and control production costs ensuring high quality performances while avoiding unnecessary expenses.
- Designs, sets up, maintains and operates lighting and sound systems. Assists guest technical staff as needed to produce best program possible.
- Schedule, supervise and train contracted and part-time technical personnel.
- Maintain accurate records of equipment and personnel used for client billing.
- Oversee stage crew at performances and events, and serve as part of the stage crew when necessary, maintaining a safe and efficient production environment.
- Make sure that all technical systems and equipment are maintained in good condition, arranging for the repair and/or replacement of substandard equipment.
 - Organize, clean storage areas and equipment related to the technical operation of the facility. Maintains inventory of theater equipment, including tools, hardware, supplies, props, and sets.
- Proactively maintain a safe work environment for staff and patrons.
- Perform other tasks as may be assigned by the Executive Director.

QUALIFICATIONS

- Regular office hours plus nights and weekend hours are required.
- Comprehensive knowledge of theatrical equipment, planning and design methods, and set-up techniques (electrical hookups, rigging, sound and lighting applications, etc.)
- Comprehensive knowledge of best practices and OSHA regulations relating to technical theater production.

- Ability and desire to work with a diverse client base to assist in producing successful events.
- Ability to compile and maintain records for payroll, personnel scheduling, and event scheduling.
- Ability to exercise sound judgment, maintain professional demeanor, and make informed decisions in all circumstances.
- Ability to communicate in a clear and concise manner, both orally and in writing.
- Ability to respond quickly and effectively to handle unanticipated needs or situations.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in design or technical theater is preferred, along with a minimum of five years experience and/or training.
- Strong supervisory, negotiating and communication skills.
- Ability to function, and communicate, well in stressful situations.
- Proficiency in MS Word, Excel, and Outlook.

ABOUT UCPAC

The Union County Performing Arts Center (UCPAC) is a 501(c)(3) nonprofit organization located in Rahway, NJ and serving both the community of Union County and the state of New Jersey. UCPAC provides quality programming and performances that strive to be educational, affordable, and enrich the arts within our diverse communities. With four performance spaces--the UCPAC Main Stage, Hamilton Stage, The Fazioli Room, and the Loft at UCPAC--we, as a whole, are dedicated to making Rahway, New Jersey a hub for the performing arts.

SALARY/BENEFITS: Salary range is \$50-\$55,000 and includes a competitive benefits and vacation package.

TO APPLY: Interested candidates should send a cover letter and resume in PDF format to jobs@ucpac.org. No phone calls or visits. Not all applicants will be contacted.

UCPAC is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, marital status, or any other characteristic protected by law.