

Production Manager

Mayo Performing Arts Center - Morristown, NJ

Summary:

The Production Manager serves as the primary liaison between the venue and artists and/or Artist Management on the day of their event. They are responsible for all day of show, performance related operations and directly assists the Production Director in all aspects of the Production Department to ensure the highest possible standards for all Mayo Performing Arts Center events. This position reports to the Production Director and is a full-time salaried position with benefits.

Applicants **MUST** have the following qualifications:

- A minimum of 5 years' experience in concert touring, or "roadhouse" style venue work
- Knowledge of contemporary and traditional event production and presentation techniques for touring theatrical, rock & roll, dance, musicals, comedy, concerts, films, and lecture style productions.
- Ability to communicate effectively in both verbal and written format.
- Experience working with a culturally diverse workforce and constituency.
- Ability to exercise diplomacy in dealing with others and establish and maintain cooperative working relationships.
- Willingness to share in the goals and vision of the entire MPAC organization.
- Willingness to work very flexible hours including, but not limited to early mornings, late nights, weekends, and occasional holidays.
- Ability to read and understand performance riders and contracts.

The following qualifications are helpful but **NOT** necessary:

- Experience dealing with show related financials including budgets and settlements.
- Experience supervising IATSE stagehands.
- Experience with GENERAL building facility operations (mechanical, security, etc.).

Job Duties Include, but are not limited to:

- Supervise all day of show, performance related operations from show load in through show load out.
- Supervise the activities of technical staff, including IATSE stagehands, MPAC production staff, temporary over-hire staff and production interns.
- Resolve procedural, operational, and other work-related problems by working with all parties involved to create a mutually satisfactory conclusion.
- Record and report all technical employee incidents that may require disciplinary or medical action.
- Monitor and evaluate the overall look of performances to remedy sightline issues for the audience.
- Manage all show related security needs for both patron and artist security.
- Take direct responsibility for the safety of all theatre related entities, including but not limited to approved safety practices and protocols, as well as maintenance and upkeep of all Production related equipment when necessary.
- Complete necessary show related administrative duties such as collection of time sheets, receipts, ticketing reports and occasional settlements with artist management.

Requirements:

- MUST have a vehicle and valid driver's license
- Cell phone
- Punctual, professional, and courteous
- Computer literate

Application Instructions:

Please send RESUME and COVER LETTER to Production Director, Chris Ball at cball@mayoarts.org.

No calls please.