

WANTED: PRODUCTION MANAGER FOR COMMUNITY THEATRE ORGANIZATION

POSITION: Production Manager

About South Bay Musical Theatre: Since 1963, South Bay Musical Theatre (formerly Saratoga Drama Group) has presented quality musical theatre to the greater South Bay. The group produces three fully-staged shows per year, each for a run of four weeks, and also produces one- and two-night concert events. A Board of Directors oversees productions, administration, and financial management. For more information, see www.southbaymt.com

Scope of Responsibility: The Production Manager reports to the Chair of the Board of Directors. He or she is responsible for overseeing productions, managing budgets and contracts, and organizing the activities related to producing shows. The Production Manager hires and oversees technical staff as required by the Board and the show producers, and manages communications between all parties. He or she acts as the “face” of the company to rights licensors, facilities managers, theatrical rental and supplies organizations, and any other professional organizations that South Bay Musical Theatre works with during production.

General Duties

- In coordination with the Board and show producers, oversees show budgets and contracts
- Oversees all administrative activities related to performances from auditions through closing financials
- Manages the production communications of the organization
- Interacts with rights licensors, facilities managers, theatrical supply organizations, and any other group or company as necessary to complete productions
- Interacts and communicates with show staff and performers as necessary to complete productions
- Recruits and hires technical staff for productions, assisting show staff, producer, and Board
- Attends all SBMT monthly Board meetings; communicates status of productions
- Other duties as assigned

Qualifications and Experience

- Working knowledge of theatre production
- Experience in stage management or production management
- Experience managing staff and volunteers
- Experience with the budget process and basic accounting
- Must have a valid California Driver’s license, insurance with appropriate limits, and willing to use personal auto for business use
- Willing to use personal cell phone for business use

Functional Skills

- Strong organizational skills, able to see the “big picture”
- Able to manage multiple projects and multiple production timelines
- Works independently
- Strong oral and written communication skills
- Working knowledge of Google docs, Google sites, Microsoft Office; familiarity with databases, website management, QuickBooks a plus

Working Conditions

- Part-time position, overall 25 hours per week (weekly hours fluctuate between peak and slack periods)
- Must be available some evenings and weekends
- Open to telecommuting, flexible schedule

Please reply by e-mail only (no phone calls) no later than December 8 to barbara@southbaymt.com. Resumes should be attached in Google Docs, MS Word, or PDF format.