Job Description

Job Title: Production Manager

Reports to: KIDSTAGE Production Manager, Director or Associate Director of Youth Education

Mentor: KIDSTAGE Production Manager

Department: KIDSTAGE Summer Independent Production

Supervisor: Designated KIDSTAGE Staff

Position Overview:
Production Managers will oversee the entire production from hiring of the production team to striking the show. They collect and gather important paperwork, run production meetings, coordinate parent and student volunteers, organize and distribute marketing materials, and assist with flow of communication between production team members. All hours ideally are on site, but remote work is necessary and acceptable from time to time.

Principal Duties and Responsibilities:
- Coordinates and executes the majority of the aspects of the Summer Independent Production including production meetings, auditions, casting, and tech rehearsals
- Communicates with cast, students and families.
- Coordinates and provides leadership of the creative team to fulfill the vision of the show
- Coordinates and assists in executing the recruitment and hiring of actors, crew members, dressers and orchestra members
- Facilitate spending, acquire purchase orders and supervise budget.
- Generate and collect paperwork from production team, cast members, crew and orchestra. Paperwork includes but is not limited to: actor contracts, attendance contracts, order forms, and biographies and headshots for the program
- Generate the playbill
- Coordinate work exchange hours for cast with the crew and KIDSTAGE staff
- Help to provide solutions to unexpected dilemmas
- Communicate and enforce KIDSTAGE Expectations of Behavior.
- Coordinates tech rehearsals, including setting up all equipment and tech tables
- Takes notes for production meetings and tech rehearsals
- Tracks and oversees load-in/strike and various other tasks to meet the high standards of the KIDSTAGE production program.
- Is expected to be on-site during many but not all rehearsals, all production meetings, auditions and casting, tech and dress rehearsals.

Work Experience:
- Education or youth program work helpful
- Proficiency with all Microsoft Office programs
- Excellent written and verbal communication skills
- Customer service and administrative background a plus

Other Skills, Ability and/or Knowledge:
- Ability to prioritize tasks from a competitive task list
- Attention to details
- Ability to plan for short term and long-term needs
- Ability to work well under pressure and represent the organization well
• Excellent verbal and written communication skills, including ability to edit and proofread
• Ability to work well independently

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*