

**POSITION DESCRIPTION:
PRODUCTION MANAGER**

October 2024

Marin Shakespeare Company (MSC) is an award-winning theatre located just north of San Francisco in San Rafael, California, the county seat of Marin County, traditional home of the Coast Miwok people. Year-round programming includes a robust schedule of events - performance, rentals, workshops, education programs - at our 165-seat indoor theater at 514 Fourth Street in San Rafael and our outdoor summer season at the Forest Meadows Amphitheatre on the campus of Dominican University.

In addition to arts events, we have robust year-round Arts Education and Prison programs.

We are seeking a Production Manager to manage production-focused duties, working as a key part of our small staff. This position could be either full-time or part-time.

EXPERIENCE AND QUALIFICATIONS

The ideal candidate will have experience working in theatre; be extremely well organized; be able to recruit, train, and oversee part-time staff; have great interpersonal skills; and be able to work effectively as part of a team. The candidate must be self-motivated, and available to work hours as needed, which will include some evenings and weekends. Additionally, the ideal candidate will be dedicated to the ongoing work of building a diverse, inclusive, welcoming environment at both of our venues. Marin Shakespeare Company is committed to anti-racism in all of our work, and to being an inclusive and just organization.

Summary of job duties:

The Production Manager coordinates, implements, and supervises the organization's artistic operations, including many aspects of administration, and all aspects of production and events, in accordance with the vision and mission, set out by the Managing and Artistic Directors.

Artistic operations at Marin Shakespeare Company include company-produced productions and events, and third-party productions and events including rentals and partner events. Typically, there will be 2 or 3 summer productions at the Forest Meadows Amphitheatre and a large variety of productions and events at 514 Fourth Street throughout the year. At times, there will be overlap with Education and Social Justice productions and events.

The Production Manager is a key player in the creation of an accessible space of belonging. Understanding that clear communication and coordination, as well as the timely delivery of resources are major components of an equitable and just culture. All of the below should be viewed through this lens.

Further, the Production Manager understands that part of their role is to up to date with industry standards and work to meet or exceed these expectations.

Production (including in-house events)

- Participates in production budget creation, and supervises the budget through production.
- Supervises Technical Director, where they together set all production schedules.
- Hires and supervises technicians and front of house employees. Front of house includes Concessions, House Staff, and on-site Box Office. Concessions includes stocking and inventory management. Inventory selection would be made in coordination with MD/AD.
- Point person for all designers, technicians, house management, and outsourced technical work.
- Ensures all artistic and production employees have received mandated safety training.
- Delivers all needed information to employees, creating packages for all departments that include inventories of resources, ground plans, etc.
- Works with the Technical Director to make sure all inventories, ground plans, etc, are regularly updated.
- Working from templates developed by the Managing Director and Artistic Director, is responsible for generating all artist, designer, and technician contracts, their delivery, acquisition and filing.
- Participates in the ongoing discussion of contract template updates.
- Coordinates and leads all MSC-only production meetings. Includes agenda development, facilitation during meetings, lead notetaker, and follow-up on action items.
- Assists with coordination of breakout meetings, as needed.
- Sets and maintains annual production schedules, and manages all updates.
- Works closely with the creative team to ensure the production stays on track with timelines and resources.
- Problem-solves logistical issues through duration of production.
- Ensures compliance with Actors' Equity Association contract(s):

- Ensures all Actors Equity Association (AEA) rules specific to MSC contracts are understood and met.
- Trains Stage Managers in MSC-specific requirements and procedures.
- Tracks Equity hours; prepares health & pension reports
- Schedules and facilitates post mortems with creative teams.
- Serves as MSC's Volunteer Coordinator. Coordinates volunteer recruitment. Develops, maintains and communicates with volunteer work forces. These volunteer work forces will include technical support (scenic, electrical, etc.), front-of-house, and administrative. Organizes work parties and volunteer acknowledgement.

Rentals/Partners

- Once a rental is secured, is the point of contact for renting clients. Works with the Technical Director to assess client's technical needs from the organization.
- Works with Managing Director to create a rental contract (from template) that meets the needs of all parties.
- Manages contract throughout clients' time with the organization.
- Ensures staffing of concessions, and other staffing as contracted with renters.
- Point person for clients' creative teams:
 - Working with TD, ensures all clients technicians have sufficient training.
 - Delivers all needed information to employees, creating packages for all departments that include inventories of resources, ground plans, etc.
 - Works with the Technical Director to make sure all inventories, ground plans, etc, are regularly updated.
- Once a rental is secured, coordinates and leads meetings with clients. Includes agenda development, facilitation during meetings, lead notetaker, and follow-up on action items.
- Works closely with the client to ensure the production stays on track with timelines and resources, only as pertains to MSC resources.
- Problem-solves logistical issues through duration of production.
- Schedules and facilitates post mortems with clients.

Administration

- Participates in annual production budget creation, and in accordance with Managing and Artistic Directors, supervises production budgets through fiscal year.

- Participates in weekly staff meetings: includes agenda development, facilitation during meetings, lead notetaker, and follow-up on action items relating to Production Management.
- Manages the organization's online calendar.
- Ensures that timely and correct payroll information is given to the Managing Director to ensure employees are paid correctly and on time.
- Ensures timely and correct information about contracts, reimbursements and other payments for artistic services is given to the Managing Director.
- With the Technical Director, in accordance with Managing and Artistic Director, ensures MSC's Safety Policies and Procedures are carried out, and Safety Training is provided.
- Regularly meets with the Managing and Artistic Director to improve systems toward and more sound, safe, equitable and just space for all. With the Artistic and Managing Directors, develops and evolves written policies and procedures that ensure an equitable and just space for all.

Facilities Management (514)

- Coordinates finishing/organizing tools, production materials, and production policies & procedures.
- Inventory management of building supplies (TP, toilet seat covers, soap, paper towels)
- In conjunction with the MD, supervises cleaning and scheduling repairs at 514.

Organizational Health & Success

- Generally contributes to the overall health and success of Marin Shakespeare Company.

COMPENSATION AND BENEFITS

As full-time exempt position, salary is approximately \$68,000/year, with health insurance and a generous vacation policy. As a part-time position, salary would be adjusted.

APPLICATION:

Email cover letter and resume as soon as possible to:

Lesley Schisgall Currier, Managing Director
 Marin Shakespeare Company
 P. O. Box 4053, San Rafael, CA 94913
 email: lesley@marinShakespeare.org
www.marinShakespeare.org

Marin Shakespeare Company is an Equal Opportunity Employer.