

# PiM Production Manager Job Description

The Production Manager coordinates tech and support for Dance, Musical Theatre, and Theatre Productions at the Performing Institute of Minnesota. The PM will be responsible for ensuring the execution of all technical aspects of performance space operation including but not limited to: lighting, sound, and coordination with contractors for any technical elements hired for productions. The PM will coordinate with the Directors/Coordinators for the Performing Institute of Minnesota Arts High School for their production Calendar. The PM will maintain a tech schedule and will keep Administration apprised of the schedule.

## **Production Management Duties**

- Lead production meetings for all PiM Dance, Theatre, and Musical Theatre Productions coordinating with outside subcontractors, directors, and other production staff for productions
- Serve as point of contact between tech staff, directors, and building management around facility timings and needs for productions
- Initiate production meeting schedule, lead production meetings for all productions
- Ensure all technical elements for production are prepared within the agreed upon timeline discussed in production meetings
- Lead Tech Week rehearsals up to performances, handing off to student technicians and performance staff for run of performances
- Set ambitious technical goals and communicate them to key personnel
- Appraise the Executive Director on any issues as they arise.

Production manager should be someone who has 3-5 years of experience in Theatre Management. This person should have excellent communication and organizational skills, and enjoy working in an educational environment. Work can be a blend of onsite/offsite coordination, with onsite presence required for tech weeks/rehearsals.

**This is a .5 position with a salary of \$20,000.00**