



Get Up and Go!

POSITION: **Production Manager**
STATUS: Full-time / Exempt
REPORTS TO: Assistant Director of Theatrical Facilities
SUPERVISES: Part-time Event Day Production Staff
FACILITIES: Warner Theatre
CLOSING DATE: September 26th, 2021

POSITION SUMMARY: The Production Manager is responsible for leading, directing, managing, and supervising all touring and local production events held in the Warner Theatre. This position will also perform a wide range of administrative tasks to meet Production needs.

QUALIFICATIONS: Bachelor's degree or equivalent experience is preferred. Three years of production coordination experience within a theater venue of comparable or larger in size preferred. Management experience in various aspects of theatre operations. Ability to follow directions with minimum instructions. Ability to lead Event Day Production staff based on standardized procedures along with the ability to improve or implement best-practice procedures where necessary. Must understand dynamics of theatrical environments. Computer experience is preferred with an emphasis on Microsoft Office applications. Occasional lifting of heavy weight up to 50 pounds. Occasional travel is required. Must have good communication and attention to detail skills. Must have flexible schedule and ability to work evenings, weekends and holidays.

SALARY: \$60,000 - \$75,000 + comprehensive benefits package



PRODUCTION MANAGER - JOB DESCRIPTION DETAIL

- Strive to always advance all aspects of shows, including production, technical rider, and catering needs.
- Attend client site meetings while providing innovative and efficient solutions to client queries.
- Manage both concerts and special events with equal attention and the highest of standards.
- Coordinate all backstage activities, and interaction with other tenants.
- Identify and coordinate needed repairs of house equipment,
- Respond timely to tour, vendor, and internal inquiries.
- Interface and accommodate production arrangements with local labor and equipment vendors on behalf of client requests.
- Procure additional equipment rentals for any Warner Theatre event or activity with the approval of the Assistant Director of Theatrical Facilities.
- Understand and follow union conditions as listed in the union contracts regarding Hair and Make-up, Wardrobe, Musicians, and Stagehands.
- Responsible for the development of the Production departmental budget. Must maintain while in accordance with overall budgeting system and in compliance with Warner Theatre finance policies and procedures.
- Complete purchase orders, place orders with vendors, and process / review all invoices for the Production Department.
- Promote a safe working environment at all times implementing Erie Events safe operating policies and procedures.
- Recruit, screen, hire, train, supervise, motivate, evaluate, and retain part-time production staff.
- Responsible for departmental communications and administrative duties.
- Process Workers Compensation injury and Liability reports according to Erie Events policies and procedures.
- Must develop and maintain good relations with local unions, third party contractors, and other Warner Theatre tenants.
- Drive own vehicle for Erie Events business as needed,
- Communicate with our other facilities to ensure that all building's staffing and supply needs are being met.
- Other duties as assigned.

**Erie Events is an Equal Employment Opportunity Employer:
Minority/Female/Disability/Protected Veteran**