

## **POSITION DESCRIPTION**

**TITLE:** Production Manager

**REPORTS TO:** Chief Financial Officer

**SALARY RANGE:** \$60,000 - \$70,000 annually

### **Who we are:**

Dedicated to Art for All, Maryland Hall is the region's cultural core, convening and engaging people in arts experiences that strengthen community. Maryland Hall was founded in 1979 by a group of artistic visionaries who believed the former Annapolis High School could best be utilized as a community arts center. Today, our historic landmark building is the community's gathering place for the arts. Through year-round classes, performances, exhibits, tours, workshops, and demonstrations, people of all ages discover the transformative power of the arts. Each day, Maryland Hall nurtures inspiration, cultivates originality, and fosters the imaginations of the children, families, students, and adults who come through our doors.

### **The position we're filling:**

This newly-created full-time position supports our growing production, technical, and administrative needs. Reporting to the Chief Financial Officer, the Production Manager works closely with the Maryland Hall staff, resident companies, partners, guest artists, technical staff, and vendors.

### **What you'll be doing:**

- Plan and administer aspects of production such as stage and technical requirements, instrument rental, licenses, and other logistical arrangements
- Create and update scheduling and production documents including stage and pit plots
- Set up and manage rehearsals, concerts, and other events
- Transport owned and rented equipment to/from venues
- Work with vendors; obtain and manage equipment and services
- Serve as point of contact for production and artistic staff including directors, designers, stage management, lighting and sound technicians, and others
- Schedule meetings and communicate information
- Issue contracts and ensure compliance with technical riders and other contractual obligations
- Handle guest artist arrangements including travel, accommodations, and hospitality; work with artist managers for logistical planning
- Recruit and supervise technical staff as needed
- General responsibility for storage and maintenance of equipment inventory
- Determine crew calls and assignments based on production and facility requirements
- Coordinate front of house needs as they related to assigned productions with house management staff
- Coordinate with artist/client management and/or technical staff to ensure that all needs and requests are accommodated within facility capabilities, budgets, labor agreements, and policies
- Participate and consult in venue scheduling and planning
- Coordinate with staff, exclusive vendors, and off-site vendors for equipment rental orders (e.g. audio-video, lighting, special effects equipment, and/or backline equipment) and prepare purchase orders as necessary
- Research special projects as assigned

- Enforce safety standards and preventive maintenance programs
- Enforce facility policies and procedures and make recommendations as necessary
- Support the build out and management of the Media Arts Division equipment
- Serve as Event Technical Director as needed (up to 35% of job duties)
- Other duties as assigned

**What you bring:**

- Bachelor's degree or equivalent, with a minimum of 4 years managing similar abovementioned responsibilities
- Experience in concert production, technical theatre, or equivalent
- Superb organizational skills, attention to detail, project management skills, and the ability to plan, prioritize, and handle multiple deadlines
- Impeccable professionalism and excellent interpersonal skills to work with a variety of constituents from an array of lived experiences
- Proven ability to move through conflicts and handle sensitive matters
- Strong written and verbal communication skills
- Excellent technology and computer skills
- Flexibility to work outside normal office hours at concerts and events
- Able to lift, carry, and/or move up to 70 lbs
- Must be able to climb two flights of stairs regularly, occasionally work on theatre grids above stages
- Must be able to withstand background noise in public office with multiple people and occasional variation in decibel level commensurate with theater sound testing and performance
- Must be able to communicate by phone with clients as well as in person
- Familiarity with the classical music, opera, and/or theatre industry a plus
- Experience with theatre/audiovisual equipment and technology a plus

This is a full-time (exempt) position requiring regular evening and weekend work to cover performances and events.

Interested applicants should submit a resume and cover letter to – [jobs@marylandhall.org](mailto:jobs@marylandhall.org). Position open until filled.