



Production Job Posting

POSTED: 6/11/21

JOB TITLE: Associate Production Manager

REPORTS TO: Production Manager

START DATE: 9/1/21 but negotiable

Rate: \$62,400

South Coast Repertory seeks an Associate Production Manager to be an essential member of the production team working with exciting directors, designers, and our experienced staff over a 12 show season that includes new works, festivals, youth conservatory and a summer outdoor repertory. Applicants should have three (3) years professional theatrical production management experience, knowledge of technical theatre, strong communication skills, think creatively, be self-motivated as well as work collaboratively as a team member, and maintain a positive attitude.

DUTIES AND RESPONSIBILITIES:

- Work in collaboration with directors, designers, and production department supervisors to realize productions and events, both inside SCR's complex and at outdoor SCR's performance spaces while maintaining South Coast Repertory's artistic mission and standards.
- Create and oversee production schedules ensuring that deadlines are met in tandem with the production manager
- Coordinate and schedule meetings throughout the production process
- Manage each production's budget and schedule
- General oversight and interdepartmental coordination for and during load-ins and load-outs
- Attend and participate in all technical rehearsals and attend previews: coordinating daily goals, work note sessions, setting priorities, and ensuring a safe and efficient process
- Develop estimates and calendars for outside? events and rentals as required
- Ensure that South Coast Repertory's Health and Safety protocols are enforced
- Oversee and uphold the policies and procedures outlined in South Coast Repertory's Employee Handbook.
- **Other duties as assigned**

This position is a full time exempt position, with benefits that include vacation/sick pay, medical/dental/vision and 403.b retirement plan. South Coast Repertory is an equal opportunity employer that values diversity in all areas of its operation.

Interested candidates should send a cover letter, resume, 3 references to: mattc@scr.org

Please indicate in the cover letter how you heard about this position.

NO PHONE CALLS