

# J O B   D E S C R I P T I O N



POSITION:                   ASSOCIATE PRODUCTION MANAGER  
REPORTS TO:                Production Manager  
DEPARTMENT:              Production  
COMPENSATION:            \$66,560 Annually  
STATUS:                    Full-time, Exempt

## **ABOUT THE POSITION**

South Coast Repertory is seeking an Associate Production Manager to join as an essential member of the Production Management team, which includes a Production Manager and Production Coordinator. This position focuses on coordinating of departmental scheduling and supporting production budget oversight for our 8-show season, conservatory productions, and other events, working alongside the Production Manager. The Associate Production Manager oversees production processes on our LORT B stage, LORT D stage, and experimental theatre space. A great fit for this role means you enjoy collaborating with a diverse team of artists and supporting productions in all facets.

## **ABOUT THE ROLE**

### *Project Management*

- Supporting and work in collaboration with the Production Manager, directors, designers, and production department supervisors to realize productions and events, both inside SCR's complex and off-site performance/event venues while maintaining SCR's artistic mission and standards.
- Act as primary production manager on mainstage and second stage productions, conservatory productions, or events as assigned by the Production Manager.
- Provide regular updates to Production Manager about production budgets, builds, and design progress.
- Create & oversee production schedules and calendars, ensuring that deadlines are clear and met in tandem with the Production Manager.
- Schedule meetings throughout the production process.
- Manage production budgets and communicate regular budget statuses with Production Manager.
- Maintain production Microsoft SharePoint folders with the most current information and file access needs.
- Coordinate and schedule meetings throughout the production process.
- Oversee & coordinate interdepartmental load-in and load-out planning with production department supervisors.
- Lead technical rehearsals and previews for assigned shows. This includes coordinating daily goals, production needs, work note sessions, setting priorities, and ensuring a safe and efficient process.
- Develop estimates and calendars for outside events and rentals as required.
- Communicate technical issues and production safety concerns to the Production Manager.
- Assist Production Manager with continually changing production needs and shop support.

### *Safety & Risk Mitigation*

- Ensure SCR safety protocols are enforced and followed in all shops and stage areas.
- Assist with Covid PPE ordering, including masks, tests, and other supplies as requested.
- Act as member of Covid Safety Team and assist with production testing protocols as needed.

## **ABOUT THE PERSON**

*Qualities and skills that best serve an Associate Production Manager may be:*

- Three (3) to five (5) years of proven track record of progressively responsible and expansive professional theatrical production management experience, preferably in LORT Theatre
- Familiarity with technical operations for each department of production

- Working knowledge of LORT and related artist union CBA's highly desired
- Strong communication, organization, and collaboration skills both orally and in writing
- Strong computer skills with Microsoft Office Suite - SharePoint, Excel, Word, Access
- Organizational skills to oversee multiple projects concurrently
- Strong attention to detail while on tight deadlines
- Forward thinking and creatively
- Knowledge of AFM union agreements
- Dedication to workplace safety
- Weekend or evening availability occasionally required
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

### **WORKING CONDITION**

*Regular tasks of this position may include:*

- Sitting for 6-8 hours at a time
- Moving throughout building as necessary, including catwalks
- Pushing, pulling, & lifting up to 30lbs alone or with assistance
- Occasionally seeing and maneuvering in dark stage spaces
- Theatrical haze or fog commonly used onstage and backstage

### **ABOUT THE COMPANY**

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. SCR is widely recognized as one of the leading regional theatres in the United States. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage and the 94-seat Nicholas Studio.

### **TO APPLY**

To be considered for the position, please submit your resume, cover letter, and 3 references to [maisie@scr.org](mailto:maisie@scr.org).

*SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.*