Production Manager

General Description
The Production Manager is a full-time, year-round position responsible for managing the production department of Peninsula Players Theatre while supervising and facilitating the punctual, within-budget and excellent execution of a five-show summer stock season. Reporting to both the Artistic Director and Managing Director, the Production Manager hires and supervises approximately ten seasonal production staff and eight production interns. The Production Manager is expected to be in residence in Fish Creek, WI from mid-May through late October. Housing and meals are provided for the duration of the season. The remainder of the year, work is done remotely.

Responsibilities
• Develop and manage production calendars and design deadlines for the season.
• Schedule and facilitate all production meetings throughout the production process.
• Work with all directors and design teams through the design process to guarantee designs that can be completed in a timely, fiscally responsible, and safe manner while maintaining excellent production standards.
• With the appropriate technical staff, analyze all submitted designs to determine the feasibility of execution considering the allotted time, budget, and available personnel.
• Manage production process to meet deadlines and benchmarks set in the production calendar.
• Collaborate with department heads to schedule changeover in a safe and efficient manner.
• Attend the read-through and designer run; attend and supervise load-in, technical rehearsal, and preview process of each production.
• Compile and maintain contact information for production staff and company.
• Maintain clear communications throughout the season and act as a liaison between directors, designers, stage managers, staff, and management.
• Manage all production budgets.
• Hire and supervise all seasonal production staff and production interns.
• Assist AEA Stage Management and Managing Director in fulfilling all union required paperwork and assuring company adherence to union rules.
• With the Managing Director, coordinate maintenance of the theatre and grounds, oversee needed replacement of equipment, and propose and plan long term projects and capital improvements.
• With the Development Director, facilitate the technical needs of special events.
• Work with the management teams and department heads in leading daily operations of the
theatre.

- Support and promote the mission of Peninsula Players Theatre while representing the theatre in a professional manner.
- Other duties as assigned by Managing Director and Artistic Director or as required to support staff in the successful implementation of production.

Qualifications
- BA/BS/BFA in theater or equivalent experience.
- Broad understanding of all aspects of theatre.
- Proven supervisory skills, excellent organization, strong communication, and interpersonal skills. Positive attitude and collaboration skills.
- Experience creating and monitoring calendars, schedules, and budgets.
- Computer proficiency and the ability to read ground plans, light plots, and costume renderings.
- Ability to maintain a positive and professional attitude in stressful situations and to maintain integrity and discretion.
- Ability to prioritize, problem solve, multi-task and work quickly and accurately with attention to detail.
- Valid driver’s license is encouraged.
- Previous summer stock theater experience is a plus.

Compensation
- Annual salary range $48,000 - $54,000 commensurate with experience.
- Compensation package includes health, retirement, and vacation.
- Peninsula Players Theatre provides meals and housing on property for the duration of the season.

To Apply
Please submit resume and cover letter to: jobs@peninsulaplayers.com