Northern Stage, a LORT-D, 240-seat regional theater in White River Junction, VT, seeks an experienced Production Manager to join the full time staff. Northern Stage produces a mainstage season, an education season, a New Works festival, and 4-6 other events year-round. The Production Manager reports directly to the Producing Artistic Director. In this position you will play an integral role in developing and maintaining the season calendar and production budget, lead the full time production staff, and serve as the main point of contact for creative teams, stage management, and crew on a show-by-show basis.

Responsibilities include but are not limited to:

- Establish and oversee the production calendar and all necessary design/production dates and deadlines for each fiscal year.
- Work with the GM and Producing Artistic Director to build and maintain an annual production budget.
- Hire and oversee all full-time production staff, over hire positions and crew, and work with the PAD to hire all creative team members.
- Determine and facilitate execution of production needs for all NS programming. Review and approve designs, keep creative teams on schedule/on budget, and act as production liaison between staff, creative teams, and management.
- Create detailed load-in and tech schedules for each production, and oversee the load-in/tech process.
- Coordinate and run design and production meetings, and production dept. staff meetings.
- Oversee special effect needs, and ensure compliance with union guidelines in all areas.
- Work with the Fire Marshal to ensure compliance with established fire code in all areas.
- Pandemic-related: Oversee the Production Department’s employee screening process, sanitizing routine, and compliance with NS health & safety plan. Act as point of contact for Union Health Officer(s) during onsite calls, and assist GM in coordinating testing for necessary production personnel.

Qualifications:

- Three plus years working in a production management capacity in a professional theater context.
- Excellent organizational/numerical skills and attention to detail. Experience creating, managing, and adhering to budgets, and overseeing production calendars and schedules.
- Excellent leadership, communication, organization, and problem-solving skills.
- Ability to prioritize, multi-task, exercise good judgment and discretion, and maintain a positive attitude in stressful environments.
- Must have a general knowledge of all aspects of technical theater: Lighting, Sound, Costumes, Props, Paints, Sets, and Stage Management.
- Knowledge of industry-specific software such as CAD, Vectorworks, Lightwright, Qlab, and Isadora, and experience reading ground plans, light plots and other theatrical specifications a plus.
- Proficiency in Microsoft Office and Google Docs.
- Valid driver’s license and ability to drive a box truck.
- Comfortable working at heights in excess of 20 feet in a lift and on a tension mesh grid.
- BA or BFA in stage/production management or technical theater a plus.
- Experience and interest in theater and building maintenance a plus.

Standard work days are Monday – Friday, 9:00am-5:00pm, but some nights and weekends will be required. Compensation is competitive and commensurate with experience. Contract begins ASAP and continues through 5/30/21, with possibility for renewal.

To apply, send cover letter, resume, and three professional references in PDF format to General Mgr. Jess Johnston via Submittable: https://northernstage.submittable.com/submit/154364/employment-applications. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: www.northernstage.org.