

**POSITION TITLE**

**Production Manager**

**FLSA STATUS**

**Full Time Regular Exempt**

**REPORTS TO**

**Artistic Director and Managing Director**

**DEPARTMENT**

**Production**

**LOCATIONS**

**Theatres in Downtown San Diego / Rehearsal Hall in Chula Vista / Remote**

**ORGANIZATION**

San Diego Repertory Theatre is a \$4M non-profit located in the Lyceum Theatres. The REP produces intimate, provocative, inclusive theatre. We are downtown San Diego's resident professional theatre, currently celebrating our 46th season.

As the resident and managing company of the Lyceum Theatres, we produce and host over 550 events and performances a year. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region.

We produce an eclectic mix of world premieres, brilliant contemporary plays and re-imagined classics. To enhance the theatre experience and encourage dialogue, over 60 surround events are offered free of charge throughout the season—a diverse assortment of salons, mini concerts, and forums with scholars and artists.

**We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our website. We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.**

**POSITION SUMMARY**

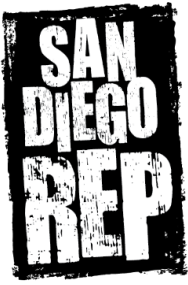
The Production Manager provides a leadership role for the Production Department while working closely with and dual reporting to the Artistic Director and Managing Director. The position supervises a Production staff that supports 6 – 7 mainstage productions and three festivals each season.

**GENERAL RESPONSIBILITIES**

- Support the Executive team in planning and producing all work in all stages of development and season programming including a Season Production Calendar.
- Engage with artists to identify the resources and scope required to create a budget for each production, manage those assumptions, communicate changes or requests for changes. Assist in setting expectation with creative teams.
- Oversee the production process, set deadlines and goals and provide oversight.
- Coordinate with facility team and REP staff the schedule for maintenance, REP productions, special events and rentals.
- Attend weekly staff and leadership meetings, schedule and lead regular production meetings.

**San Diego Repertory Theatre**

79 Horton Plaza, San Diego, CA 92101 | PO Box 12130, San Diego, CA 92112  
619.544.1000 | [www.sdrop.org](http://www.sdrop.org)



## **PRODUCTION MANAGEMENT**

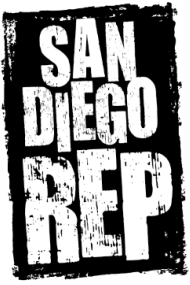
- Work with the Artistic and Leadership team to plan and budget all programming and seasonal indirect production expenses.
- Review all designs and equipment rentals to ensure scope is within our means financially and physical space capacity. Work with designers and management to adapt as needed to meet the needs of the productions.
- Hire and, with Business Office support, onboard production team members as needed.
- Negotiate royalties/coproduction/enhancement agreements
- Review and negotiate all vendor bids as they relate to production or rentals.
- Approve and track all purchases associated with the production budget. Report and track budgets in tandem with the Director of Finance
- Participate in all technical rehearsals.
- Work with Stage Managers and Company Management to coordinate artist messaging, COVID Safety, expenditures and reimbursements and rehearsal scheduling.
- Manage Production Fellows, fostering their professional growth as needed.

## **GENERAL OPERATIONS, FINANCIAL MANAGEMENT SUPPORT, PAYROLL COMPLIANCE, AND SAFETY**

- Provide advice on the design of capital improvements and theatrical equipment upgrades as needed.
- Review electronic timecards, reimbursements and payroll information. Supervise outsourcing of these tasks to Company Manager/Assistant Production Manager.
- Provide to Director of Finance and management production budgets for all projects.
- Review and approve all production p-card expenditures and tracking
- Meet COVID – related production needs
- Coordinate with outside contractors the REP production schedule needs and venue renovation or repair needs.
- Any other duties as assigned by the Artistic Director and/or Managing Director

## **EXPERIENCE, KNOWLEDGE, AND SKILLS**

- Minimum 5 years diverse experience working as a Production Manager and/or Technical Director or similar role at a similar – sized or larger professional dance, music or theatre organization.
- Strong technical skills and experience, including a basic understanding of theatrical lighting, special effects, rigging, set construction, costuming, audio production, video production and prop acquisition.
- Strong Managerial skills, with the ability to support and lead staff, fostering their growth and team cohesion.
- Capacity to solve problems and engage in creative thinking about challenges.
- Understanding and experience with Actor's Equity Association, SDC and USA agreements and contracts.
- Clear and persuasive communicator, both written and verbal.
- Ability to work collaboratively and effectively with designers, producers, directors and production staff with a full understanding of the artistic process.
- Able to articulate a history of advocating for diversity, equity and inclusion in previous work that shows an ability to foster a work environment that is safe, respectable and supportive and that embodies the values of EDI.
- Understanding of proper safety protocols for theatre, OSHA, fire codes and general building codes
- Excellent interpersonal, teamwork and diplomacy skills
- Computer skills in Microsoft Office Suite, Google Suite, Slack, Zoom, Dropbox, Vectorworks.
- Ability to multitask and work effectively while managing multiple deadlines and priorities in multiple spaces with a variety of teams.
- Ability to work a varying schedule, including nights and weekends.
- Must comply with The REP's COVID policy requiring on-site staff to be fully vaccinated and boosted.



## **COMPENSATION**

This full time exempt position will receive compensation of \$75,000 – 85,000 per year plus benefits, including paid vacation, employer sponsored health insurance, employee-paid dental and vision insurance, and participation in 403b and FSA plans. Relocation package will be considered.

## **TO APPLY**

Please email your resume, cover letter, a personal diversity statement, and salary requirements to [swoodhouse@sdrep.org](mailto:swoodhouse@sdrep.org) with the subject line "Production Manager Position" and tell us why you are the ideal candidate for this specific job.

Please note: Form letters or resumes without a cover letter will not be considered. No agencies or phone calls, please. This job description describes the broad scope of the role and is not an exhaustive list. It may also change from time to time with due consultation to meet the changing needs of the business.

*The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.*