



PRODUCTION MANAGER JOB DESCRIPTION

Position Vacancy: Position begins July 1. Accepting applications until position is filled.

Term: At-will employment, per Vermont and Federal Law

Employment Category: Part-Time, Hourly

To Apply:

Send a resume and letter of interest to Cristina Alicea, Artistic Director at cristina@vtstage.org.

If you don't meet all qualifications but have a keen interest in the position, we encourage you to still apply. BIPOC and LGBTQ applicants are welcome and encouraged to apply.

Job Overview:

Vermont Stage is looking for an organized and skilled individual to join our team as Production Manager. This is a good fit for a Stage Manager, producer, or theatre Technician looking for a flexible and reliable position.

Vermont Stage is a nonprofit professional theatre company based out of Burlington, VT now in its 28th Season. We produce a 4 play season, 2 annual special events, a playwriting program for teens, and a handful of readings offsite throughout the year.

Key Responsibilities:

- Coordinating and scheduling technical aspects of productions and events, including recruiting, hiring, contracting, and oversight of all technicians and crews.
- Assisting Artistic Director in recruiting, hiring, contracting, and oversight of designers and actors.
- Management of production budgets and the production calendar, as well as scheduling and running production meetings.
- Coordinating load-ins and strikes, and assisting, as needed, as an "extra set of hands" during tech week to ensure that sets, lighting, and sound is set up and struck in a timely fashion.
- Working with Designers and Technical Director to troubleshoot design and execution issues as they arise.
- Maintaining inventory and facilitating the purchase of technical theatre equipment, as needed.
- Coordinating with venue staff about the setup and break down of seating risers, and staying in good communication about the condition of their facilities and equipment.
- Booking artist housing and travel arrangements for out-of-town actors and designers, as needed.
- Assist the Artistic Director in the coordination of the Vermont Young Playwrights festival.

Desired Qualifications for Knowledge/Experience:

- Experience as a stage manager or as a production manager.

- Some experience with technical theater (lighting, sound, and/or carpentry).
- Some familiarity with AEA standards.
- Comfort with computers and basic programs like Microsoft Office and Google Drive.
- The ability to interpret ground plans and light plots.
- Willingness and ability to work a flexible schedule, including some evenings and weekends, and occasional additional hours during tech week.
- A basic working knowledge of some technical theatre software (like Dante and QLab) is a plus.
- Highly organized, detail-oriented, reflective, eager to grow and learn.
- Calm and professional demeanor at all times and especially in challenging situations.
- Creative, solution-oriented, team player.
- Ability to work independently, with moderate guidance, and as part of a larger team.
- A Bachelor's Degree in theatre, with an emphasis in technical theatre, production, or stage management a plus but not required.

Reports to:

Producing Artistic Director

Compensation and Benefits:

Currently, this is a part-time position with weekly hours that expand and contract with the ebb and flow of the production calendar. During pre-production weeks, weekly hours will be approximately 10 hours a week. During tech weeks, hours will expand to a 40-hour work week. Compensation is \$20-\$25 per hour depending on experience (paid hourly, in a bi-monthly pay cycle - through timesheet reporting). Benefits include access to Vermont Stage productions and special events, a Vermont Stage office workstation (with appropriate technology), an opportunity to work with an established team of arts administrators and performing artists, as well as professional development opportunities that will enhance skill sets and advance Vermont Stage.

Working Conditions:

Work is normally performed in a climate-controlled office environment, theater, or other public event space. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.) while in the office. Noise level can occasionally be loud while working with equipment in the theatre. No known environmental hazards are encountered in normal performance of job duties.

Physical Demands:

- This position requires the ability to walk up and down stairs, although there are elevators on site, and the ability to occasionally carry items up to 40 lbs.
- Comfort using basic power tools and being up on a motorized light lift, as well as occasionally on an "A frame" ladder, is required. Ceiling height in the theatre is 17 ft.
- The administrative aspects of this position are performed from a seated position and can be accomplished at a computer remotely from home, as desired. There is potential for eyestrain from reading detailed materials and computer work. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.
- Employment at Vermont Stage requires full vaccination against COVID-19 as defined by the CDC.