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| <b>Job Title:</b> Production Manager               |                                  |
| <b>Reports to:</b> Director of Artistic Operations |                                  |
| <b>Program/Department:</b> Artistic                |                                  |
| <b>FLSA Status:</b> Exempt                         | <b>Schedule:</b> Full-Time       |
| <b>Approved by:</b> Jo Lynne Jones                 | <b>Date Approved:</b> 06/05/2023 |

### SUMMARY

The **Production Manager** functions as the supervisor for implementation and maintenance of all technical elements for all Oklahoma City Ballet productions and activities, including for both Company and School departments. Reporting to the Director of Artistic Operations, this position maintains a high level of artistic integrity and ensures a safe and appropriate working environment for artistic and production personnel. The Production Manager also works with the Operations Manager to support the maintenance and improvement of the facilities with specific attention to the theatre spaces and equipment therein.

### DUTIES AND RESPONSIBILITIES

- Work with designers, directors, and production staff to ensure that all productions are realized to the highest artistic standard, within the constraints of Oklahoma City Ballet's schedules and budget
- Manage and maintain the Oklahoma City Ballet warehouse, ensuring it is kept neat and logically organized
- Hire contract production personnel and ensure that they are well-trained
- Oversee and ensure all activities in the production department are handled in a safe and responsible manner
- Lead and participate in load-in and load-out of performance spaces
- Arrange trucking logistics and truck packs
- Ensure all performance spaces are safely maintained prior to and during performances
- Create and maintain technical documentation and inventories
- Design, construct, and maintain props and backdrops as needed
- Attend all staff meetings; schedule, lead, and attend all Oklahoma City Ballet production team meetings
- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness
- Operate at the highest levels of commitment to confidentiality and practices that enhance and promote Oklahoma City Ballet
- Perform other duties as required or requested by the Artistic Director

### QUALIFICATIONS AND REQUIRED SKILLS

- A thorough knowledge of the methods, practices, techniques, materials, tools, and equipment used in the operation of stage settings, rigging, scenery, and lighting systems
- Ability to understand and produce technical drawings in Vectorworks or AutoCAD
- Experience working with automated lighting controls (ETC Ion), digital sound consoles (Allen & Heath Qu-16), and Q-Lab
- Basic knowledge of theatrical lighting technology
- Working knowledge of Occupational Safety and Health Administration (OSHA) regulations, with specific regards to the live performance guidelines
- Knowledge of IATSE contracts and regulations

- Ability to handle multiple tasks with accuracy and to establish and meet deadlines
- Ability to explain requirements for productions and how to adjust productions to fit the venue
- High professional standards with acute attention to detail
- Exceptional communication and collaborative skills with a demonstrated ability to lead and motivate people
- Ability to manage multiple teams during load-ins and load-outs with a special focus on the carpentry department
- Ability to drive a 26' box truck (class D license)

#### **EDUCATION AND EXPERIENCE**

- Minimum of a Bachelor's degree or equivalent experience in theatre
- Three to five years of experience working as a technical or production manager in a professional or independent theatre context
- Proficiency with Word, Excel, and Outlook
- Personal qualities of integrity, credibility, and dedication to Oklahoma City Ballet.
- Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities required to meet the needs of the job.

**Work Environment:** This is a fully on-site position. The employee will work in office, warehouse, and theatre environments as well as various on-site locations. Travel is required and the employee may occasionally travel to sites that are not wheelchair accessible. The noise level in the work environment varies from quiet to loud. Some environments have low and limited lighting.

**Mental:** Clear and conceptual thinking ability; excellent judgment, troubleshooting, problem solving, analysis, and discretion; ability to handle work-related stress; ability to handle multiple priorities simultaneously; and ability to meet deadlines.

**Physical:** The employee must have sufficient physical ability to work in a theatre setting which includes walking, standing, or sitting for prolonged periods of time; moderate to heavy lifting and carrying; and bending, stooping, kneeling, and crawling. The employee is frequently required to access objects overhead on shelving. The employee must be able to move objects weighing 70 lbs unassisted. Must have visual acuity to read and draft reports, memos, letters, and other written communication. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently. Must be able to speak and communicate clearly.

#### **BENEFITS AND COMPENSATION**

The salary range for this position is \$50,000 to \$60,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

**APPLY**

To apply, send your resume, cover letter, and three references to [Jobs@OKCBallet.org](mailto:Jobs@OKCBallet.org). The position will remain open until filled, but our priority deadline is **June 30, 2023**.

**EEO STATEMENT**

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.