



<b>TITLE: Production Manager</b>	<b>Part-Time: \$ 15/hr</b>
<b>REPORTS TO: Managing Artistic Director</b>	<b>HIRE DATE: ASAP</b>

**SUMMARY DESCRIPTION:** The Production Manager is ultimately responsible for ensuring that all aspects of productions are completed within budget, according to directors' wishes, in time for the first public performance, and in accordance with industry best practices and Magik policies and procedures. They are also the principal organizer and communicator between artistic staff, production teams, front of house staff, and administrative staff for anything production related in The Magik Theatre venue, including Magik mainstage productions, Magik education department productions, and rental productions.

**RESPONSIBILITIES:**

- Production scheduling including maintaining the production calendar containing all production meetings, auditions, rehearsals, tech, performances, education events, rentals, and special events
- Tracking of production expenses and management of production team reimbursements
- Tracking of tech over hire hours and managing scheduling hours within budgetary restrictions
- Working with marketing and other staff to coordinate with production team and actors for publicity photos, events, interviews, etc.

Assists the Managing Artistic Director with the following:

- Securing the rights to present the play from the royalty house or publisher-agent.
- Creating production budgets
- Booking and coordinating with any outside venues for productions
- Creating job descriptions for production and artistic staff
- Creating and executing paperwork for production and artistic staff
- Creating and overseeing the execution of Magik's Code of Conduct
- Performing other duties as assigned by the Managing Artistic Director.

**EDUCATION:**

- Bachelors of Fine Arts in Stage Management, Technical Theatre, or Theatre Management, or five years' experience required.

**TO APPLY:** Please send your resume and a cover letter with three references to [info@magiktheatre.org](mailto:info@magiktheatre.org).