

Job Title	Production Manager
PVN ID	YC-1802-002335
Category	Managerial and Professional
Location	YORK COLLEGE
Department	Performing Arts Center
Status	Full Time
Annual Salary	\$47,476.00 - \$54,715.00
Hour(s) a Week	35
Closing Date	Apr 01, 2018 (Or Until Filled)

General Description

Under the general supervision of the Executive Director of the Milton G. Bassin Performing Arts Center at York College, or designee, the Production Manager (PM) is responsible for managing all backstage technical operations, staff, crew, and equipment required for use at the Center. The PM is responsible for the presentation of all events in music, dance and theatre and special celebrity events, and for managing all technical requirements for use of the facilities by the York College community and external organizations.

In collaboration with the Executive Director and other senior staff, the PM helps to develop the Center's goals, schedule for the season, budget, and production schedules. The PM leads production meetings, hires, trains, and supervises part-time technical staff and organizes their work schedules. The PM is responsible for maintaining stage equipment and related facilities and serves as the liaison between the Performing Arts Center and the York College Department of Performing and Fine Arts, as well as with the offices of Public Safety, Buildings and Grounds, Custodial Services and Special Events.

Other Duties

- In consultation with the Executive Director, determines lighting, sound and other technical requirements needed to stage productions
- Provides stage set-ups to technical staff
- Develops detailed production schedules and budget for each performance
- Monitors expenses for individual performances to ensure they remain within budget
- Oversees load ins set-ups
- Supervises staff, including the approval of time sheets
- Meets with internal and external clients to determine the technical and personnel requirements needed to support their events

- Oversees and maintains inventory of stage equipment and supplies, determines equipment needs and prepares equipment specifications
- Ensures that all safety requirements and regulations are adhered to including, but not limited to, fire codes, OSHA, ESTA and ADA
- Performs related duties as assigned

Qualifications

- Bachelor's degree in Theater Studies or related field or five years' experience in Technical Theater
- Thorough knowledge of all areas of theatrical production
- Effective verbal and written communication skills,
- Demonstrated budgeting experience
- Knowledge of state-of-the-art light and sound systems/HOG consoles, etc.
- Strong computer skills, including proficiency in Excel, CAD programs , Word, Power Point