



**Production Manager  
2022-2023 Season**

**Department:** Production

**Job Title:** Production Manager

**Reports to:** Director of Production

**Type of Position:** Full-Time, On-site / Nights, weekends, and holidays based on Performance & Event Schedule

**GENERAL DESCRIPTION**

The Production Manager is a full-time position reporting to the Director of Production. This role works closely with the Harris Theater Production Department Heads and in regular collaboration with Operations, Facilities and Box Office departments.

Primary responsibilities of this role will include communication with renters, potential renters and Harris Theater Presents production and technical teams in procurement of bookings and advancing of productions. This position will provide production support onsite for performances and events to help ensure the success of both renter and Harris Theater Presents programming.

**DUTIES AND RESPONSIBILITIES**

**Production Advancement & Management:**

- In concert with the Director of Production (DOP) and Harris Theater Production Department Heads (Steward/Carpenter, Electrics, Sound, Props, Fly), maintain and keep current all Harris Theater technical information, distribute technical packet to potential and current renters and Harris Theater presents production technical teams.
- Attend rental company and Harris Theater Presents Front of House & Production Meetings.
- Production advancing for resident company and rental productions in collaboration with the Director of Production and Harris Theater Steward/Carpenter.
- Support the Director of Production in budget tracking for the Production Department.
- As needed, schedule and submit IATSE Local labor calls for Wardrobe, Wig and Makeup, and Projection.
- Perform production management and/or stage management duties for performances and events based on the needs of the program and/or renter.
- On-site for performances and events as needed serving as the point of contact/decision maker on behalf of the Harris Production Department. This includes nights and weekends, based on needs of resident companies/renters/Harris Theater Presents programming.
- Support Harris Theater Programming Manager with Harris Theater Presents Company and artist movement/wrangling/communication for ancillary onsite events or engagement.

**Cross Organizational Support:**

- Assist in populating Weekly Operations Schedule with Production schedule and details to share internally.
- Attend Weekly On-site Activity Meeting with internal departments to review upcoming performance and event schedule.

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- Work in collaboration with Operations & Events Manager on specific event and reception production set up needs for renters and Harris Theater Presents.
- Act as Production liaison in organization-wide effort to both update and streamline internal systems. Specifically in implementation of new booking and venue management software.
- Maintain production records and data to help inform budgetary items and find further efficiencies for the Harris Theater and our renters.
- In collaboration with the Operations and Facilities departments, work to ensure a safe environment for all production staff and clients, including being up to date on best theater practices for health and safety.

## EXPECTATIONS AND EXPERIENCE

As a member of the Theater team, the Production Manager is expected to:

- Uphold the Harris Theater's mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect
- Be onsite for or attend performances/events as required for your role
- Participate in organizational and regular team meetings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes
- Participates in cross-departmental working groups relevant to the role.
- Support and align with the organization's diversity, equity, and inclusion (DEI) efforts.
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons.

The ideal candidate will have:

- Experience or demonstrated interest in production and technical theater, IATSE venues and building labor calls, stage and event management, and/or artist and company management.
- Superior written and verbal communication skills. Strong organizational skills and a willingness to collaborate with colleagues.
- Comfortable acting without requiring prompting or direct supervision.
- The ability to prioritize, manage multiple projects simultaneously, and maintain focus in a fast-paced environment.
- Experience with Microsoft Office suite (Outlook, Word, Excel) on a PC, advanced skills in using and creating spreadsheets and Internet collaboration tools.

## SALARY RANGE AND INSTRUCTIONS TO APPLY

The salary range/hourly rate for this position is \$49,000 - \$55,000 per year plus benefits package. Please submit a cover letter and resume to [jobs@harristheaterchicago.org](mailto:jobs@harristheaterchicago.org). No phone calls please.

*The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.*

**As of, August 16<sup>th</sup>, 2021**, any new hire of the Harris Theater will be required to be fully vaccinated against COVID-19 and will be required to complete the ***Harris Theater COVID-19 Vaccination Disclosure Form*** during the initial onboarding with the Director of Human Resources. Medical and Religious Exemption form made available upon request.

This policy is being instated based upon current public health guidance, our need for employees to physically be onsite at the theater and theater office premises to support standard and performance operations, and the current increase of COVID-19 cases within our immediate area along with the unpredictability of the current COVID-19 variant in addition to the potential of other variants.

The Harris Theater reserves the right to evaluate and modify this policy at any time based upon current public health guidance and industry standards.