

Production Manager

Hudson Valley Shakespeare Festival (HVSF), a critically acclaimed, professional, non-profit theater company seeks a seasonal Production Manager to serve as a senior staff member of the organization. Located one-hour north of Manhattan, HVSF has established a reputation for lucid, imaginative, engaging and highly inventive productions staged on the Great Lawn of the historic Boscobel House and Gardens with a backdrop of stunning vistas overlooking the Hudson River. Each year, its productions attract a total audience of 37,000+ from Westchester, Putnam, New York City, New Jersey, and beyond. HVSF also has an extensive and highly regarded education program, which reaches over 60,000 students in the tri-state area through a variety of in-depth programming, including a touring production. The company's mission is to "engage the widest possible audience in a fresh conversation about what is essential in Shakespeare's plays. Our theater lives in the here and now, at the intersection of the virtuosity of the actor, the imagination of the audience, and the inspiration of the text."

HVSF seeks a highly motivated, skilled, and experienced Production Manager to join the team at this exciting point in the Festival's history. They will work in close partnership with the Artistic Director, Managing Director, and an engaged and energized staff to oversee all production and facilities aspects of HVSF's operations. This position represents an exceptional opportunity for the right candidate to join the senior staff of a dynamic company poised for a new phase of growth and expansion.

Overall Objectives

The PM will work in a close relationship with the Managing Director, Artistic Director, Finance Director, as well as designers, directors and artists to accomplish artistic and management goals while meeting production deadlines in a timely and cost-effective manner. They will be responsible for articulating, planning and overseeing the implementation of all production elements, contracting, budgeting, staffing, and tour management. The PM holds the primary responsibility for all areas of production, including but not limited to lighting/electrics, scenery and props installation, costumes, and sound. The PM oversees the hiring of the seasonal production staff as well as the training and application process for the HVSF technical internship program.

The PM will report to the Managing Director and Artistic Director and supervise all seasonal production staff including Associate Production Manager, Master Electrician, Lighting supervisor, Sound Supervisor, Wardrobe Manager, and all production interns.

Responsibilities include management of the production process for all productions and any tours, including pre-planning, staffing, budgeting, production calendar creation and updates, build, hang, focus, load-in, production meetings, tech, strike and post mortem. The PM also provides primary oversight of the HVSF facilities and communication with our partners at Boscobel House and Gardens.

In addition, the Production Manager will:

- Provide leadership, direction and management to all staff in the seasonal production department
- Assist Artistic Director and Managing Director on defining and implementing artistic goals
- Collaborate with the Artistic Director to ensure the overall high artistic quality of each production
- Oversee management of all Production and Company Management budgets
- Manage 3-4 production meetings in the spring, and nightly meetings throughout tech
- Administer both HVSF on the Road tour and HVSF School tour preparing tech riders, communicating with presenting organizations, and providing advance communication with presenters
- Assist Education Department production activity as necessary
- Create and manage annual production budget of approx. \$700,000 and repertory calendar
- Hire and supervise all production staff including facilities staff, assistants, electricians, and interns
- Negotiate and Execute designer contracts
- Work with department heads to schedule design/build completion dates ensure that dates are met
- Facilitate regular communication among production staff, artistic staff, stage management, company management, administration, and HVSF leadership

- Maintain and ensure safety standards and procedures in the theater and outdoor space; meeting fire and grounds requirements
- Liaise with Boscobel House and Garden's staff and leadership to collaborate on calendars, ground usage, safety, and facilities needs
- Plan, budget, and manage capital projects and improvements, ensuring that physical resources are functioning and up-to-date
- Keep abreast of best practices to ensure that HVSF's operations are state-of-the-art and support programmatic objectives
- Responsible for maintenance and upkeep of all equipment, including theater tent and facilities
- Instruct staff and interns in technical theatre; including but not limited to: lighting, sound, rigging, stage setup, set construction, and theater safety
- Regular supervision of all production activities in the theater tent throughout the summer
- Positive and collaborative attitude is a must

Hudson Valley Shakespeare Festival operates under a LORT LOA with Actors Equity Association, and an Independent Producer's contract with Society of Directors and Choreographers.

Qualifications and Experience

The PM must have:

- Three years of professional experience in production management or a related field, with a portion of it at the supervisory level, or an equivalent combination of education and experience
- Bachelor's or Master's Degree
- Skilled technical theater experience including sound, electrics, carpentry, and rigging
- Facility and physical plant management experience
- Experience touring productions
- Administrative and leadership experience that demonstrates excellent judgment, the ability to listen well, attention to detail, budgeting and financial management skills and prioritization
- Experience interacting with high level contacts: artists, theater leaders, donors and patrons
- Ability to train and supervise staff and interns
- Comfort and excitement to work in an outdoor theater space with all of its benefits and challenges
- Superior organizational and interpersonal skills
- Excellent knowledge and proficiency in Microsoft Office, especially Excel when creating budgets.
- Familiarity with ETC Lighting Consoles, basic understanding of DMX controlled fixtures and equipment, and QLab

Personal Characteristics

Our ideal PM will:

- be a highly motivated self-starter, with the ability to work as part of a small highly dedicated team
- be able to demonstrate a high level of personal integrity and a strong work ethic
- be able to manage multiple projects/deadlines and work successfully under pressure
- adopt a "hands on" approach with a determination to get things done efficiently and thoroughly
- be a skillful collaborator and generous team member
- have a good sense of humor and a flexible approach to unforeseen challenges

Terms and compensation

This is a year round position which will require the ability to work weekends and nights. Ideal candidate will be able to start by March / April 2019. A competitive salary and benefit package will be commensurate with skills and experience. To apply, please send cover letter, resume, and three references to Kate Liberman, Managing Director, at kliberman@hvshakespeare.org.

HVSF is equal opportunity employer and is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.