

Assistant Production Manager

DEPARTMENT: Production

FT or PT: FT

CLASSIFICATION: Annual Salary

SCHEDULE: Weekdays, weeknights, some holidays and/or weekends

STATUS: Exempt

REPORTS TO: Production Manager

WORKS WITH: LJP Staff, UC San Diego Residents & Students, Visiting Artists & Designers,
IATSE Labor, Stage Management

SUPERVISES: None

JOB DESCRIPTION

The Assistant Production Manager serves as a key member of La Jolla Playhouse's Production Department.

The Assistant Production Manager (APM) is responsible for working with the Production Manager and Associate Production Manager in all aspects of running the department and is expected to function independently in a fast-paced and detail-critical environment. The APM will serve as primary project manager for various presented and produced productions, workshops and festivals and works closely with and is responsible for managing projects from conception through completion with the design and creative teams for each project to which they are assigned.

Strong candidates will possess a demonstrated ability in project management and will have a background in at least one Production Department. The successful candidate is a manager with a background in theatrical production and who is committed to the artistic vision and mission of La Jolla Playhouse.

RESPONSIBILITIES

- Serve as primary project manager for POP Tour, Theatre in Residence Program, Education, and other various presented and produced LJP productions, workshops, festivals and special events as assigned by the Production Manager.
- Collaborate with the Production Manager and the Associate Production Manager in daily tasks as needed for shows including support for rehearsal, tech and performance periods as needed.
- Provide Production support and coordination for special events and education events.
- Responsible for all primary day-to-day administrative duties of the Production Office Manager in his/her absence. These duties shall include but is not limited to: processing payroll, IATSE labor call schedule, employee onboarding, contracts, fees, contact information, invoicing, receipts, check requests, human resources tasks, parking, report distribution, maintaining and distributing calendars, and production information sheets.
- Works with the Production Office Manager in supporting stage management teams including the management, setup, strike of rehearsal rooms and theatre for technical rehearsals.
- Works with the Production Manager and the Associate PM in contracting of designers and additional production or design staff.
- Serve as production department liaison to other departments of the theatre such as facilities, education and special events.
- Provide mentorship and direction to Production Department assistants and interns.
- Attend rehearsals and technical rehearsals.
- All other special projects and duties as assigned.

In addition to the duties listed above, the Playhouse expects all employees to adhere to LJP policies and procedures; work in a safe manner; perform duties as workload necessitates; maintain a positive and respectful attitude; communicate regularly with supervisor about department issues; demonstrate efficient time management and prioritize workload; demonstrate regular and consistent attendance and punctuality; meet department productivity standards; participate in LJP events as needed or required; and complete other duties as assigned.

QUALIFICATIONS

The ideal candidate has:

- 1-3 years Professional experience in Project Management or equivalent.
- Background in and understanding of theatre practices with a strong background in at least one specialized area of production.
- Excellent written and verbal communication skills.
- Detail oriented, proactive and able to carry out projects from beginning to end.
- Detailed knowledge and experience using Microsoft Office programs including Word, Excel, Power-Point and Outlook; Knowledge of database and inventory software a plus.
- Willingness and flexibility to work with many different types of personalities and organizations.
- A good sense of humor and a positive attitude.
- Ability to coordinate multiple projects at once and to work in a fast-paced environment.
- Ability to work some evening and weekends for rehearsals and special events.
- Ability to lift 25 pounds and climb a ladder required.
- A Valid driver's license and current auto insurance.

TO APPLY

Send cover letter, resume, and references to: Benjamin Seibert, Production Manager
productionjobs@ljp.org.

PLEASE INCLUDE IN THE SUBJECT LINE – "Assistant Production Manager"

Electronic submissions only

No mail, fax or phone calls please. La Jolla Playhouse is an Equal Opportunity Employer.

Non-discrimination Statement

The La Jolla Playhouse will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.

Inclusive Statement

We encourage applicants with a unique perspective inclusive of race, color, religion, familial status, gender identity or expression, sexual orientation, national origin, age and physical ability to apply. We are committed to diversity in all areas of our work, on and off stage. La Jolla Playhouse is an Equal Opportunity Employer (EOE), and all qualified applications will receive consideration.