

Production Manager

- DEPARTMENT:** Production
- CLASSIFICATION:** This is a full-time, exempt (salaried) position, eligible for a full array of benefits including health and life insurance, 403(b) retirement plan, paid time off (vacation, sick, holiday), and complimentary tickets to Playhouse performances
- PAY:** \$95,000 - \$105,000 (DOE)
- LOCATION:** **On-site** in La Jolla, California on the beautiful campus of the University of California, San Diego
- SCHEDULE:** Weekdays, weeknights, some holidays and/or weekends
- REPORTS TO:** Senior Production Manager
- WORKS WITH:** LJP Staff, Production Management Team, Production Department Supervisors, Visiting Artists & Designers, IATSE Labor, UCSD Residents & Students
- SUPERVISES:** None
- TO APPLY:** Submit a cover letter, resume and references to productionjobs@ljp.org. Please include in the subject line – “Production Manager”

ABOUT LA JOLLA PLAYHOUSE

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 120 world premieres, commissioning more than 70 new works, and sending 36 productions to Broadway, garnering a total of 42 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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ABOUT THE POSITION

The Production Manager (PM) is a key member of the Production Management Department team of four. The PM is responsible for managing three to four subscription shows, POP Tour and some additional programming each season, facilitating projects from conception through completion with the design and creative teams for each project to which they are assigned. This position also manages the Production Department maintenance budget and maintenance planning, and oversees safety for the department. The PM will fill in for the Senior Production Manager in their absence. Strong candidates will possess a demonstrated ability in project management, knowledge of theatre practices, and ability to function independently in a fast-paced and detail-critical environment. The successful candidate is a manager with a deep background in theatrical production who is committed to the artistic vision and mission of La Jolla Playhouse.

ESSENTIAL JOB DUTIES

- Serve as primary project Production Manager for three to four subscription productions, POP Tour, and Theatre in Residence each season and additional programming as assigned by the Senior Production Manager. This shall include but is not limited to:
 - Customarily and regularly exercising discretion and independent judgment while leading the project;
 - Budget creation, management, and expense tracking,
 - Collaborate with department supervisors, creating and design teams;
 - Attend and lead production meetings, rehearsals, technical rehearsals and performances as necessary.
 - Managing rehearsals, load-in, technical rehearsals, performances and load outs;
 - Draft and negotiate USA designer contracts, and other guest artist contracts as needed;
 - Working closely with artistic producers, designers, company and general management.
- Production Management oversight on sub-projects as assigned by the Senior Production Manager on large productions.
- Coordinate the Production Department's support of WOW Festival and be the primary point of contact for the WOW Production and Operations Manager.
- Oversee Production Department Maintenance, including budget creation and tracking, and inventory.
- Oversee Production Department Safety, including Safety Budget creation and tracking, Compliance, Inspections, Safety Committee Oversight, Training & Workshops (OSHA, ETC, First Aid, etc), Onboarding, and PPE, First aid supplies.
- Provide mentorship and work direction to Assistant PM, Production Department assistants and interns as necessary.
- Assist the Senior Production Manager in the management and oversight of the Production Supervisors and Production employees and in future season planning.
- Cover all primary day-to-day duties of the Senior Production Manager in their absence.
- Serve as production department liaison to other departments of the theatre as required.
- Perform other duties as assigned in collaboration with theatre personnel, professional creative teams, staff, management, and other visiting artists.

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INCLUSIVE & SAFE WORKING ENVIRONMENT

- Function in a professional and collegial manner when collaborating with all theatre personnel, professional creative teams, staff, management, and other visiting artists.
- Be an active participant in LJP's work towards being a more equitable, diverse, and inclusive workplace.
- Commitment to a culture of learning, community, anti-racism, inclusion, belonging, and respect among employees and visiting artists.
- Commitment to a culture of safety, both psychological and physical, ensuring a safe work environment.
- Maintain current knowledge of safety best practices and standards.

REQUIREMENTS AND PROFICIENCIES

- 3-5 years proven track record of progressively responsible and expansive professional production management experience, preferably in LORT Theatre.
- Deep knowledge and understanding of theatre practices in all production departments.
- Proven ability to manage and track production budgets.
- Knowledge of industry standard safety practices.
- 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, SharePoint and Outlook; Knowledge of database and inventory software a plus.
- Demonstrated success in time and personnel management (Calendars, Schedules, Production Process) and budgeting.
- Demonstrated creative judgment, and excellent problem-solving, communication and time-management skills.
- Ability to work within specific deadlines and adapt to changing priorities as well as attend to numerous projects concurrently.
- Commitment to uphold and meaningfully engage with the mission, vision, and values of La Jolla Playhouse.
- Access to reliable transportation.

PHYSICAL DEMANDS

- Occasionally moves items weighing up to 25 lbs.
- Ability to move between work locations within the Theatre District.
- Ability to work extended hours including nights and weekends during load in, technical rehearsals, and previews.

WORK ENVIRONMENT

- Environment varies from dark/quiet backstage to bright/loud on stage.