

WOW Production & Operations Manager

- DEPARTMENT:** Production
- CLASSIFICATION:** Seasonal, Salary
- STATUS:** Exempt
- COMPENSATION:** \$1240/week
- LOCATION:** La Jolla, CA on the beautiful campus of the University of California, San Diego
- DATES:** October 10, 2022 – May 14, 2023
- SCHEDULE:** Regular weekday work during planning;
weeknights, weekends, and overtime during load in, festival, and load out
- REPORTS TO:** Senior Production Manager
- WORKS WITH:** WOW Producer, LJP Staff, Local and International Artists & Designers, IATSE Staff
- POSTING DATE:** October 2022
- TO APPLY:** Please send resume and references along with a cover letter to productionjobs@ljp.org. Please include in the subject line – “WOW Production & Operations Manager”

ORGANIZATION OVERVIEW

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 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *Jersey Boys*.

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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STATEMENT OF JOB

The WOW Production & Operations Manager, is primarily responsible for the production and operational planning and management of LJP's annual Without Walls Festival. This position ensures that WOW productions open on time and on budget and are safely enjoyed by the audience.

The position is seasonally full time and exempt. The typical schedule for this position will be regular weekday hours during planning then transitioning to nights and weekends with extended hours during load in, festival, and load out. This position will work both remotely and in person at the offices at LJP during planning with site visits to festival location, and work at festival location for load in through load out.

ESSENTIAL JOB DUTIES

- In collaboration with the WOW Festival Producers, negotiate the use of the venue and ensure venue is used within guidelines.
- Collaborate with General Management on venue agreements and site permits, and prepare and submit operational paperwork as required by venue.
- Create production and operations budgets, track all related expenditures and maintain an updated forecast.
- Oversee and manage the execution of all production and operational elements for La Jolla Playhouse's WOW Festival including planning, load in, festival, and load out.
- Assist the WOW Producer in evaluating locations for WOW programming.
- Schedule and lead meetings and technical conversation with WOW Artists and communicate information across La Jolla Playhouse departments.
- Create and maintain labor plans and production schedules.
- Negotiate and manage all production rentals including lights, sound, staging, power, etc and create company rental agreements as needed.
- Negotiate and manage all operational rentals and services including dressing rooms, generators, restrooms, water, janitorial, parking, safety and security, and IT.
- Design and execute all backstage and production support areas.
- Hire, train, and lead WOW Festival Production staff.
- Assist in the development and execution of contracts
- Evaluate risk for WOW activities and ensure the festival operates in accordance with current health and safety regulations and best theater practice.
- Attend regular WOW team meetings.

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REQUIREMENTS AND PROFICIENCIES

- 1-3 years Professional experience in Project Management or equivalent.
- Ability to read and assimilate information from technical design drawings.
- Demonstrated computer skills including G-Suite, Dropbox, Microsoft Office.
- Budget management experience preferred.
- Demonstrated creative judgment, excellent problem-solving skills and detail-oriented.
- Excellent time management skills
- Working knowledge of and willingness to promote current health and safety practices in the theater industry
- Ability to work within specific deadlines and adapt to changing priorities as well as attend to numerous projects concurrently.
- Excellent communication and interpersonal skills.

PHYSICAL DEMANDS

- Ability to spend a significant portion of work hours moving from site to site during load in, festival and load out.
- Ability to work extended hours including nights and weekends during load in, festival and load out.
- Ability to lift and maneuver 25 pounds.
- Ability to drive rented La Jolla Playhouse vehicles, included being accepted on LJP's vehicle insurance policy.