

# WOW Festival Production & Operations Manager

- DEPARTMENT:** Production
- CLASSIFICATION:** This is a full-time, seasonal, exempt (salaried) position
- PAY:** \$1,280/week
- LOCATION:** Hybrid (remote and onsite in La Jolla, California on the beautiful campus of the University of California, San Diego)
- REPORTS TO:** Senior Production Manager
- WORKS WITH:** WOW Producer, Director of Experiences and Activations, other LJP Staff, Local and International Artists & Designers, IATSE Staff
- SCHEDULE:** Regular weekday work during planning; weeknights, weekends, and overtime during load in, festival, and load out
- DURATION:** September 2, 2024 - June 15, 2025
- TO APPLY:** Please send resume and references along with a cover letter to [productionjobs@ljp.org](mailto:productionjobs@ljp.org). Please include in the subject line – “WOW Production & Operations 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 WITHOUT WALLS (WOW) FESTIVAL**

Without Walls (WOW) is La Jolla Playhouse's signature performance program that takes art outside traditional theatre walls and into unique spaces, including the annual WOW Festival and WOW stand-alone productions. The acclaimed annual WOW Festival is a four-day celebration of breathtaking art experiences. Free to attend, San Diegans and visitors of all ages can enjoy immersive, site-based and/or interactive projects by renowned local, national and international artists. From a car to a bar, from a beach to a basement, WOW invites audiences of all ages to interact with artists and art in unexpected ways, bringing people together and reimagining what storytelling can be.

## **ABOUT THE POSITION**

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 the venue is used within guidelines.
- Collaborate with General Management on venue agreements and site permits, and prepare and submit operational paperwork as required by the 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 vendor and artist 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 of professional experience in theatrical or event production, or equivalent.
- Ability to read and assimilate information from technical design drawings.
- Demonstrated computer skills including G-Suite, Dropbox, Microsoft Office.
- Ability to manage and reconcile a budget.
- 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 REQUIREMENTS**

- 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 up to 25 pounds.
- Ability to drive rented La Jolla Playhouse vehicles, including being accepted on LJP's vehicle insurance policy.