



**HILLBARN
THEATRE
& CONSERVATORY**

Position Title: Production Manager

Date: 09/13/2021

Division/Dept: Artistic

FSLA Status: Exempt

Reports: Executive Artistic Director

Classification: 75% FTE

Company Mission:

Since 1941, the historic Hillbarn Theatre has served the San Francisco Bay Area by embracing this founding ideal: “To create theatre with the community, for the community.” Hillbarn Theatre produces (minimum of) six (6) MainStage performances, two school year Conservatory productions, and four summer Conservatory productions per season.

Job Summary:

The job of the Production Manager is to deliver the company’s productions and projects to the highest standard within the parameters and resources set by the Executive Artistic Director. In collaboration with the Executive Artistic Director and creative teams the Production Manager ensures the most effective use of resources in the realization of all production and technical elements of these productions at Hillbarn Theatre & Conservatory.

The Duties and Responsibilities Production Manager:

- To actively lead the effective operation of the Production Department’s work
- To work with the Technical Director and creative teams in the effective planning and management of Production Department operations, in relation to all mainstage and conservatory shows.
- To attend all production meetings and lead discussions on all shows, events, and other matters relating to the MainStage and Conservatory.
- To be the production department’s point of contact for the wider organization for all matters relating to the MainStage and Conservatory.
- To keep up to date with forthcoming shows, events, workshops, rentals, and other activities and ensure plans are in place to set up the space for each user.
- To ensure that all production operations are carried out in compliance with relevant and applicable Health & Safety legislation and any other applicable statutory regulations or legislation.
- To ensure that designs and all aspects of the productions comply with Health & Safety and other applicable legislation.
- To remain current with industry best practices and applicable technologies.
- To continually seek out opportunities to adapt our working practices to make things better for team members and incoming creative teams.
- Attend key rehearsals and performances.
- To work with the Producers, Associate Artistic Director, Directors, and Technical Director on initial planning and costings of allocated productions and projects.
- To work with the creative teams and Producers of allocated productions to realize the production within allocated resources.



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- To ensure that resources and parameters are clearly defined and agreed upon with creative teams, Producers, and Production.
- To carry out an assessment at the white card model and final design stages to ensure that the design does not exceed the agreed parameters, and to collaboratively find ways to bring any overshoot back within the parameters.
- To produce risk assessments and other relevant Health & Safety paperwork as appropriate.
- To plan construction at Hillbarn Theatre taking into account the requirements of all productions in the schedule.
- To engage and manage external contractors to deliver elements of productions as required.
- To monitor expenditure and production progress on allocated productions and communicate any areas of concern in a timely fashion.
- To plan the use of technical resources in conjunction with the Heads of Lighting, Sound, Stage & Costume.
- To call and chair production meetings for allocated productions.
- On occasion to provide production support for the work of other departments within the Production Department.
- To ensure our productions are delivered in a positive, collaborative and professional manner.
- To act as a point of contact, support, and information for incoming freelance artists.
- To liaise with the Artistic Director and Technical Director on the recruitment of team members for productions and projects at Hillbarn Theatre.
- To attend all staff meetings and report on artistic products.
- Read the script numerous times.
- Give the Director feedback as he or she develops the Directorial Design/Conceptual Statement.
- Provide research/analysis as requested by the director
- Set up regular meetings with the director to discuss concept development before rehearsals begin and concept implementation after rehearsals begin.
- Attend and contribute to design and production meetings.
- Collaborate productively with all members of the production team, taking inspiration and guidance from the director.

Qualifications:

- Prior experience in coordinating professional theatre projects and delivering them at the highest artistic and technical level.
- Good knowledge of production and technical techniques including stage, construction, rigging, lighting, sound, and projection.
- The ability to demonstrate excellent technical and financial control.
- Proven project management, organizational, and time management skills.
- The ability to lead a project in a calm, clear, and professional manner.
- The ability to nurture the skills of individuals under their supervision.
- Knowledge of Health & Safety legislation and procedures as related to the theatre industry and proven experience in implementing these legislative requirements in a positive and sympathetic manner.
- Computer literate, fluent in the use of MS Office applications.



- An interest in and enthusiasm for the theatre.
- Ability to work well within a small dedicated production team.
- Ability to work with and support all other departments.
- An ability to remain calm, professional, and positive when working under pressure.
- Full, clean driving license

Desirable Skills (Not Required)

- CAD Drafting skills (AutoCAD)
- Production Management Experience
- Healthy & Safety qualification or training
- First aid training
- Experience in working with young people and community groups.

Physical Requirements:

An employee in this position will be required to lift, push, or pull up to 50 pounds.

Special Job Requirements:

- Evenings and weekend work will apply.
- Must be able to work within a shared office/shop environment where organizational skills are paramount.

Hillbarn Theatre is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please submit your cover letter and resume to jobs@hillbarntheatre.org