

POSITION ANNOUNCEMENT
PRODUCTION MANAGER

POSTING DATE: MAY 2024
STATUS: Full-Time
REPORTS TO: Artistic Director
POSITION AVAILABLE: Immediately



JOB DESCRIPTION

Under the direction of the Artistic Director, the Production Manager supervises all RHT productions to ensure that they are executed in a safe, efficient, effective, and timely manner while continuing to meet the theatre's standards of artistic excellence and fulfilling the mission and vision of the organization. The position is based primarily at the Theatre in Bethesda, but will also require occasional work at the Administrative Offices in Silver Spring as well as at the Production Facility in Rockville. This position will require significant weekend and evening hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee and manage the execution of all production elements of all RHT productions within the constraints of budget, time, safety, and personnel resources.
- Lead the Full-Time Production Team, including the Associate Production Manager / Company Manager, Technical Director and scene shop staff, Electrics Supervisor, Audio Supervisor, Costume Shop Manager, as well as various production Stage Management Staff, Crew, and Overhire positions.
- Develop, submit, and administer budgets for all production-related expenses, including salaries, equipment, fixed assets, production materials, and supplies, to ensure production funds are spent efficiently.
- Serve as primary contact for directors and designers regarding concept and design meetings, dates, and deadlines. Keep Artistic Director informed regarding the progress of designs and deadlines.
- Plan, evaluate, and supervise all technical aspects of production in coordination with Production Department Heads to scale designs to budget and review for safety and feasibility.
- Attend production meetings, rehearsals, previews, performances and special events as needed. Coordinate hiring of various production stage managers, electricians, audio master, technical director, properties manager, costume shop manager, run crew, and other production overhire.
- Develop, implement, and evaluate Production Department policies and procedures. Ensure compliance with Union & Safety regulations and ensure adherence to relevant codes & safety procedures.

- Oversee payroll and hiring paperwork process for all Production Department staff and overhires.
- Supervise planning and execution of maintenance of production-related facilities, equipment, and vehicles.
- Coordinate with Rentals Manager to approve and provide necessary production elements for Rentals and Special Events taking place in the Bethesda Theatre.
- Actively and positively collaborate with all departments.
- Serve as an off-hours emergency contact for the theatre. Coordinate with Facilities Manager and/or General Manager the resolution of any and all issues related to facilities that affect production-related activities to ensure that the activities occur as scheduled.
- Represent the Production Department as a member of RHT's Management Team and facilitate communication as needed. Attend RHT Board meetings as necessary.
- Participation in RHT's equity, diversity, inclusion, and accessibility (EDIA) efforts, helping to fulfill and promote our mission and values.
- Other duties as assigned.

QUALIFICATIONS AND CAPABILITIES

- Bachelor's degree in Theatre or Arts Management -related major or equivalent work experience.
- 3-5 years of experience in production management, stage management, or comparable work preferred.
- Proficiency with MS Office and general aptitude for using computers.
- Driver's license required, own car preferred.
- Demonstrated management and leadership skills.
- Strong written and oral communication skills.
- Demonstrated financial accounting ability.
- General knowledge of technical theatre required, including: stage management, carpentry, sound, electrics, scenic art, etc.
- Demonstrated ability to handle multiple projects simultaneously with attention to detail and deadlines.

Where the qualifications are described in terms of formal education or training, prior experience in a relevant field, as determined by the theatre, may be substituted.

SALARY & BENEFITS

- Salary: \$70,000 - \$75,000
- Health insurance—Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter and resume to jobs@roundhousetheatre.org. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.

ABOUT ROUND HOUSE THEATRE

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization.

Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area, with “a renovation matching [its] upgrade in recent years as a purveyor of dramatic art” (Peter Marks, *The Washington Post*). A nonprofit professional LORT theatre with an annual budget of more than \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six-show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

Voted a “Top Places to Work” by *Bethesda Magazine* in both 2021 and 2022, Round House is a people first organization. We believe in treating everyone with respect and endeavor to create a supportive culture that allows our teams to do their best work with an appropriate work/life balance. Round House offers a hybrid work schedule and fosters a positive and inclusive company culture.

Round House is located in Montgomery County, Maryland, a diverse, welcoming community of one million people. Just minutes from the nation’s capital, Montgomery County is known for being a friendly, cosmopolitan place that offers a rich quality of life — from award-winning restaurants and cultural gems to abundant parkland, excellent transportation, exceptional walkable communities, and an outstanding school system.