

WESTCOAST BLACK THEATRE TROUPE

JOB DESCRIPTION Theatre Production Manager

About Westcoast Black Theatre Troupe

The Westcoast Black Theatre Troupe of Florida, Inc. (WBTT) was founded in December 1999 as a not-for-profit organization by actor, singer, director, and playwright Nate Jacobs. Our mission is to produce professional theatre that promotes and celebrates African American history and experience, engages a broad base of patrons and audiences, supports the development of a dynamic group of aspiring artists and builds self-esteem in youth of color. The company has grown from a grassroots organization to a successful not-for-profit, professional theatre with year-round activities.

WBTT presents five or more mainstage productions (with production runs of 4 to 7 weeks per production) a year, with many appearances at community events. In addition, WBTT offers a free community forum series known as WBTT Voices, a summer camp for underserved youth, an in-school education program and a unique Young Artist showcase series. WBTT enjoys widespread support for our programs from diverse audiences throughout Florida's west coast and beyond.

Following a successful capital campaign, WBTT completed the renovation of the two buildings on its campus at 1012 N. Orange Avenue in 2020. Our theatre arts center in the cultural center of Sarasota consists of a renovated 205-seat theatre and spacious lobby, small black box stage, administrative offices, education classrooms, and facilities for community outreach programs, including a popular rooftop terrace.

About the Position

WBTT is a midsize regional theatre company on the cusp of tremendous growth. Our Production Manager is responsible for supervising all aspects of production including hiring and supervision of all production personnel and some artistic personnel (in conjunction with the Artistic Director), working with staff, directors and designers to ensure top quality productions, creating and maintaining production budgets and schedules, facility management and oversight. Productions include mainstage and black box shows, education and development (event) performances.

The Production Manager reports to the Artistic Director on all matters artistic and creative and to the Executive Director on all other matters including finance, facility management and administration.

PRIMARY RESPONSIBILITIES

MANAGING PRODUCTION PERSONNEL

Hire, contract and supervise, all production staff and contractors including, but not limited to: designers, full time technical staff, electricians, carpenters, production assistants, wardrobe personnel, running crew, artistic consultants and any additional personnel required for specific production needs.

PRODUCTION FINANCES

Develop with Executive Director and Artistic Director production budgets for main stage and ancillary programming including off-site performance events, and supervise implementation of said budgets. The Production Manager will keep the Executive Director apprised of the status of the production budget on a regular basis; overall expenses may not go over budget without approval of the Executive Director. Collaborate with Finance Department on tracking and reconciliation of all production department accounts payable and overhire/seasonal employee payroll.

SCHEDULE

In collaboration with Artistic and Executive Directors, develop season schedule for all mainstage and any ancillary programming including external performance events. Develop and administer production calendars and design deadlines for each production. Determine load-in and tech schedules for the stage. In collaboration with the Production Stage Manager schedule resource calendars for all shared facility spaces (with respect to rehearsals and performances). Schedule all design and production meetings.

DESIGN PROCESS, BUILD AND ANALYSIS

In collaboration with the Artistic Director, guide all director/design teams through the design and building process (liaison with the Technical Director) process to guarantee the timely completion of all designs. With the input of appropriate technical staff, analyze all designs submitted to determine feasibility of execution within the allotted time, money and personnel available. This year, WBTT has contracted with the Asolo Theatre's Koski Center to build all sets, but our Tech Director and contractors load-in and load-out.

DEPARTMENT SUPPORT

As necessary and within normal full-time work week, support productions on-site or off-site relating to development, education and outreach with hands-on projects including (but not limited to) sound design, sound/technical support, video and projections, assisting with stage work, purchasing, sourcing and researching materials and techniques. If not available or do not have skills to perform these activities, hire and supervise hired production support.

PRODUCTION & COMPANY MANAGEMENT LIAISON

Facilitate clear communications throughout the production process, and act as a liaison between directors, designers, stage managers, and WBTT production and administrative staff. Included but not limited to: Coordinate and conduct all design and production meetings. In addition to specific performance production meetings, schedule a pre-season production meeting for all contracted designers for the season before any production work begins.

INVENTORY AND PURCHASING

Research technical theatrical equipment for rental or purchase for productions; obtain bids from vendors for major purchases. Major purchases must be approved by Executive Director. Oversee inventory and maintenance of all shop, lighting, costume and sound equipment; with support of Wardrobe Manager and Sound Engineers. Oversee all routine facility supply stocking as well as general facility hardware.

FACILITY MANAGEMENT

Keep HVAC, lighting equipment, security system, and utilities for both Theatre and Scene Shop buildings in good working order, schedule maintenance of same as needed. (Janitorial scheduling/interface is done by House Manager but let House Manager know if work is not complete or is deficient in some way. Plumbing issues within the theatre building are also handled by House Manager but inform the House Manager of any backstage plumbing issues.) The Production Manager is also responsible for general upkeep of the facility through either the execution of small repairs or identifying the need for outside labor and securing such assistance. The Production Manager monitors the security cameras remotely by cell phone as does the House Manager and responds to security alerts as a first call contact.

Maintain a safe work environment at all times, and address safety hazards with the Executive Director promptly. Decisions of significance will be made in consultation with the Executive Director. On occasion, the Production Manager may be required in coordination with the Executive Director to collaborate on the oversight of major capital repair or improvement projects. Oversee maintenance for the company box truck and touring van.

RENTAL LIAISON

Be technical liaison or schedule and supervise others as needed when the WBTT facility is rented to outside organizations.

QUALIFICATIONS

Knowledge/Areas of Expertise

- Technical theatre production and knowledge of various aspects of producing an event or production in educational and/or professional arenas
- Comfort with and understanding of budgets, ability to use Excel or other software for preparing and tracking budgets
- Understanding of theatre terminology, union rules for contract workers, other laws and regulations for safe and ethical operations
- Stage management procedures and production crew operations
- Interpersonal skills using tact, patience and courtesy; ability to work under tight deadlines and communicate needs to achieve results
- Ability to establish and maintain cooperative and effective working relationships with others.
- Have experience with principles and practices of administration, supervision and training
- Comfort with computers and Word, Excel, other software familiarity a plus – Q-lab, video editing software, sound tracking software

Education and Experience

- Looking for a combination of bachelor's degree in theatre arts, theatre production or related field and at least three years of theatre production experience.

Skills Required

- Outstanding ability to multi-task projects concurrently and to think strategically and plan logistics of production
- Requires excellent organizational and time management skills and careful attention to detail
- Fluency in the language of the performing arts
- Strong diplomacy and interpersonal skills
- Ability to work collaboratively with others and pitch in when necessary
- Ability to adapt to changing situations and solve problems creatively

Physical Requirements

- Must be able to work onsite for several hours each workday; some weekend and night hours required, especially during tech rehearsals and load-in/load-out of sets
- Requires normal or corrected vision and manual dexterity sufficient to perform work on a personal computer, sound and lighting boards and office equipment such as a copy machine and computer printer
- The ability to climb stairs and lift and carry 25 pounds

COVID-19 Safety

- Full vaccination for COVID-19 is expected of all employees. Compliance with workplace safety requirements as to masking and testing is required.

Salary and Benefits

- Starting at \$55,000 (negotiable based upon experience). Benefits include 3 weeks paid time-off, and individual healthcare, WBTT pays 90% of the premium.

To Apply

- Send cover letter of interest and resume to Executive Director Julie Leach, jleach@westcoastblacktheatre.org

Non-Discrimination Policy

Westcoast Black Theatre Troupe is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.