

# PALOA

## JOB DESCRIPTION - PRODUCTION MANAGER

### Required Qualifications:

- Is selected by and responsible to the Board of Directors.
- Has a written contract with the Board for the upcoming production
- Is an enthusiastic team player with a positive attitude.
- Is a detail-oriented person and troubleshooter.

### Recommended Qualifications:

Has experience and/or education in musical theatre.

Works well with others.

Good at scheduling and organizing

### Primary Responsibilities:

- Reads script.
- Is the Production Team liaison to the Board of Directors, attends monthly Board meetings and presents a current status report.
- Responsible for ensuring that all budgets are adhered to.
- Arranges to get production reports before board meeting.
- Attends regularly scheduled Production Team meetings.
- Works with Director to schedule and attends regular scheduled production meeting.
- Assists Stage Director in compiling the rehearsal schedule with input from the Stage Director, Conductor, Choral Director & Choreographer. Copies and distributes same to cast, Production Team, orchestra and Board of Directors.
- Locates and reserves rehearsal space.
- Assists Stage Director in compiling production time-line with input from the Production Team. Copies and distributes same to Production Team and Board of Directors.
- Interacts with cast reps to access needs and progress of the cast.
- Regularly attends rehearsal to assess progress.
- Ensures that Production Team adheres to the time-line. Has input into time-line with other members of the production team\* as established for the production. Time line is used to create a rehearsal calendar and completion date for key production tasks and publicity events.
- Coordinates auditions with the Board of Directors Audition Committee.
- Coordinates, if necessary, with assistance from the audition committee, the notification of successful and unsuccessful auditionees.
- Coordinates with publicity committee and Stage Director in production promotion (clubs, schools, parades, etc.)
- Turns in all receipts to the Treasurer of the Board of Directors. (Reimbursements will be made on a monthly basis unless otherwise arranged.) Makes sure purchases are made by authorized personnel.
- Creates and maintains current contact list of Production Team and cast members and provides same to Production Team, Cast & Board Secretary.
- Responsible for all scripts and scores (orders, distributes, collects and returns).
- Makes sure that all post production reports are received from production team before the August board meeting so that honorariums can be voted at August Board Meeting.
- Submits written post-production report to the Board.
- **Attends monthly pre-rehearsal meetings.** Purpose: Gives the designers a chance to show the director

and other designers his or her designs, or discuss his ideas. Gives the director an opportunity to redirect the designers and communicate alternate visions or ideas. Gives all attending a chance to stay on the same page while the show changes and evolves.

- **Attends weekly production meetings.** When: Once a week 30 minutes-one hour

Purpose: Gives each part of the production team an opportunity to communicate Progress Reports, problems, questions and coordinating efforts. Not meant to be design meetings.

\* Production Team consists of the Production Manager, Stage Director, Choral Director, Conductor, Technical Director and Choreographer, and, as needed, Costume Designer, Costume Coordinator, Make-up and Props Coordinators.

03/23/2010

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Show : \_\_\_\_\_ Start Date: \_\_\_\_\_ to \_\_\_\_\_

*As in all community theatre, all participation is done on a volunteer basis. However, an honorarium of up to the following amount will be paid when all criterion are satisfied.*

Position Honorarium: \$ \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I have read and understand the above job description for the production and position described above, and agree to perform the job duties as described.

I understand that I will receive an honorarium in appreciation for satisfactorily performing the job duties and agree to the amount specified above.

I understand the honorariums may not be distributed until all aspects of the production have been completed, scripts and music score have been returned, and my post-production report submitted.

I understand that the Board has the final authority over the Production Team in matters of arbitration and business matters.

Signature \_\_\_\_\_ Date \_\_\_\_\_