

## **Production Manager**

### **About Dorset Theatre Festival:**

From June to September, Dorset Theatre Festival mounts 4 main stage productions, in a charming 300-seat proscenium theatre built from 3 restored pre-revolutionary barns.

Every summer, Dorset Theatre Festival draws from some of this country's most talented playwrights, actors, and directors to launch new plays that go on to national acclaim, mount regional premieres to bring the best of Off-Broadway to Vermont, and incubate emerging playwrights and artists.

Dorset Theatre Festival's mission is to create bold, innovative, and authentic theatre that engages a diverse, multi-generational community, and economically diverse region: enlightening, entertaining, and inspiring our audience through the celebration of great plays. Locally engaged and nationally relevant, we produce theatre that matters.

### **About the Position:**

Dorset Theatre Festival seeks a Production Manager for their 2018 summer season. The position is seasonal with part-time requirements starting in April and involving remote or in-person attendance and analysis at pre-season design meetings and budgeting meetings. The position becomes full-time in late May and runs through early September.

Reporting to the Artistic Director and Producing Director, the Production Manager is a core member of seasonal Senior Staff. The Production Manager is responsible for coordinating production of all scenery, props, paint, electrics, costumes, and sound in the Festival's 4-show season.

The Production Manager will produce production calendars for all shows, schedule and lead all production meetings, manage and track production budgets, and maintain high standards in all technical departments. The Production Manager also designs and supervises load-in, changeover, and strike schedules and attends all technical rehearsals.

As a liaison between production departments, designers, and administrative staff, the Production Manager will keep records and receipts of all departmental purchasing and collaborate with department heads to monitor budgets.

The ideal candidate will have at least 2 years' experience in Production Management, a working knowledge of all aspects of technical theatre, and expertise in one or more departments. Candidates should demonstrate proficiency with VectorWorks and/or AutoCad and Microsoft Excel, have excellent communication skills, work well in a fast-paced environment, be able to problem solve quickly on the fly and be very well organized. Both direct and indirect supervision of apprentice staff members is required. Valid driver's license required; access to personal vehicle desirable.

**Compensation:**

Salary commensurate with experience and shared housing provided for the summer season.

**To Apply:**

Email resume, cover letter, and professional references to [jobs@dorsettheatrefestival.org](mailto:jobs@dorsettheatrefestival.org) with your name and position in the subject line. Please indicate in your cover letter how you came across this opportunity.

Dorset Theatre Festival is committed to creating a diverse and inclusive environment and considers applicants for employment without regard to—and does not discriminate on the basis of—an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Dorset Theatre Festival discriminate on the basis of sexual orientation or gender identity or expression. Dorset Theatre Festival is an affirmative action/equal opportunity employer.