THE CENTER FOR THE ARTS

Since 2000, The Center for the Arts, a 501(c)(3) nonprofit arts organization, has grown into a leading presenter of music, dance, theater, comedy, literary and visual art, and family programming, offering more than 150 events per year from its location in downtown Grass Valley. The Center recently completed a major renovation of its multi use facility in downtown Grass Valley in 2020, making it a premier performing arts destination. The venue includes the Main Stage, which accommodates up to 492 guests in configurable theater seats and up to 700 patrons for dance shows, and a 85-seat black box theater.

TITLE: Production Manager

REPORTS TO: Technical Director

JOB PURPOSE: The Production Manager will acquire, organize, and communicate all information necessary to produce events at The Center for the Arts, acting as the primary point of contact between touring personnel and The Center's staff.

DUTIES and RESPONSIBILITIES:

- Interface with staff, artists, contractors, and touring personnel on logistical matters:
    - Work closely with touring personnel, booking agents, Programs Manager and Technical Director to ensure all logistical needs are communicated and executed according to contracted terms.
    - Arrange lodging, transportation, and meals for touring personnel according to contracted terms.
    - Arrange and track additional payments required by artist contracts and The Center's production conventions.

- Gather, organize, and disseminate all production advance information:
    - Create and maintain basic day-of-show schedules, based on communications with touring personnel and appropriate staff members.
    - Acquire and distribute current hospitality and technical riders.
    - Communicate all production requirements to appropriate staff members in a timely manner, including front of house (bar, lobby, security, artist merchandise, artist reconciliation, backstage hospitality), technical (sound, lights, video, stage equipment), facilities (parking, greenrooms, theater seating arrangements), box office (artist guest lists), volunteer staffing, and accounting (buyouts and check requests).
    - Communicate The Center's COVID policies to touring personnel, and touring personnel's COVID policies to The Center's staff, and ensure compliance.

- Assess and negotiate additional terms with The Center’s interest in mind.
- Support Technical Director at large events and on special projects as needed.
- Attend weekly Staff and Production meetings.

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QUALIFICATIONS:

- Highly organized independent worker, with the ability to coordinate and prioritize multiple requests.
- Outstanding professional written and verbal communication skills.
- Ability to think critically, tackling ambiguity and resolving issues effectively and efficiently.
- Excellent personal judgment and discretion.
- Strong interpersonal and relationship-building skills.
- Ability to read contract documents, riders and ensure compliance.
- Ability to carry out directions as well as to take initiative in solving problems.
- Collaborative work style and history of working effectively in a fast-paced, team-oriented environment.
- Basic knowledge of the technical aspects of stage production including sound and lighting.
- Full comprehension and extensive use of Google Workspace, Microsoft Office, Zoom.

HOURS: Part Time - 20-32 hours per week
Some evening and weekend hours will be required. This is a hands-on, non-exempt, client-facing position. Wage is commensurate with experience.