Title: Production Manager - The Woodman Center, Moses Brown School
Department: Performing Arts
Supervisor: Steve Kidd
Status: Full-Time, Hourly

Moses Brown is a 236-year-old co-educational independent day school enrolling 775 students, nursery through twelfth grade. A Friends school, MB exists to inspire children to reach their full intellectual and spiritual potential. We engage students in a rich academic curriculum, a broad offering of arts and athletics, and a daily life rooted in the Quaker values of community, equality, and service. We affirm the Quaker belief that there is an Inner Light in each person that is worthy of dignity and respect. We consider simplicity, integrity, group wisdom, and respect for differences to be paramount in helping students of all faiths and backgrounds discover their identity and mission in the world. In its hiring practices, Moses Brown does not discriminate and seeks to maximize the diversity of the school in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language.

Purpose/Objective:
The Production Manager (PM) is a full time 12-month staff position to manage a variety of functions, performances, meetings and events in the Woodman Family Community and Performance Center (WFCPC). This is a hands-on position with varied hours including evenings and weekends.

As an active member of the Moses Brown School community, the PM oversees MB Schoolhouse events and school-day STEAM performances. PM assists in managing the schedule and Woodman/PA budgets, and acts as a liaison with the rest of the academic community. PM is a support for the PA Chair and collaborates with PA faculty to help produce mainstage productions and works after school for all three co-curricular seasons and in all three divisions.

PM acts as the main liaison for the Woodman Center to external groups as part of auxiliary services/community engagement. They will seek out and develop appropriate long-term partnerships that serve our MB community and generate revenue. The PM is a hospitable, team player and a "Doer" with excellent organizational and troubleshooting skills and a commitment to excellence.
Major Responsibilities:

Administrative: Performing Arts Department: 30%
- Manage budget and accounts payable.
- Develop & maintain archival paperwork for all repertoire and performances.
- Manage and organize systems for scheduling/calendar management/creation for all PA performances/events.
- Lead PA Logistics.
- Support PA Department chair.
- Serve on Events Logistics Committee

Co-Curricular Performing Arts Programming: 35%
- Work in concert with resident designer(s)/director(s) on design and tech for major theatrical productions each year.
- Oversight of management, lights and/or sound and other back of house technical/design responsibilities.
- Create and manage Production Calendar for major theater/music productions and communicate calendars and schedules to collaborators, students and families.
- Primary support for Student Musical Performances: Execution/staffing.

Woodman Center Management: 35%

Events
- Responsible for preparing space for all school-day meetings, events or concerts as well as special events that take place after the school day.
- Manage technical and production aspects for all school-wide music performances and events such as SPAF, Acapella Fest, MB Rocks! and other concerts.
- Sit on the Events Logistics Committee (ELC) to ensure strategic and cohesive planning and programming throughout the calendar year.

Space
- Supervise, and participate in, load-in/load-out of equipment into Woodman when necessary.
- Organize efficient repair of mechanical, technical or electrical issues.
- Anticipate and respond to aesthetic issues throughout the entire building.
- Ensure all technical equipment is kept in good condition. Prioritize and resolve equipment related technical issues in collaboration with PA Faculty.
- Maintain shared responsibility for all Woodman production assets, as well as storage facilities.
- Responsible for technology, furniture and storage in the Green Room.
- Assist in maintaining an organized costume shop and upkeep on washer/dryer.
- Assist in the organization of storage rooms and closets in Woodman.
- Ensure safe and equitable working practices are followed.

Outside Partnerships/Renters
- Help to develop vision and design for Woodman as a revenue generating asset.
● Ensure visiting groups and artists align with MB standard of artistic excellence and adhere to the standards and values of our school.
● Create and maintain technical riders of visiting groups.
● Determine how specific events will be staffed and produced.
● Assist with creation of venue-specific and generic paperwork and plans-scenery plot, lineset schedule and audio/video paperwork.
● Arrange for any rental equipment required, including delivery, installation and usage.
● Advocate for budget needs and present organized yearly proposals to ELC and PA Chair.

Skills, Knowledge, Competencies:

● Knowledge of production management and all aspects of preparation, communication and organization is a must.
● Candidate must be a collaborator and a "doer," who thrives in a team environment with a relentless pursuit of excellence.
● Valid driver's license required, ability to lift up to 75 lbs. Ability to think with both sides of the brain.
● Managing budgets, calendars, finances, people and priorities all essential skills.
● Knowledge of basic Word, PowerPoint and (especially) Excel required. Experience with QLab, CAD or other theater and/or design applications preferred.

Education:
● BA in Theater, Design, Arts Management preferred

Experience:
● At least 5 years in professional theater, events management

Compensation
Compensation is competitive and based on education and number of years of experience. The school offers a competitive package of benefits to its faculty and staff, including vacation, sick and personal days, health insurance, and retirement plan.

Moses Brown School is an equal opportunity/affirmative action employer.

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