



Job Notice: Production Manager
June 2016

The Laboratory Theater of Florida seeks a part time Production/Facility Manager, effective immediately.

The successful candidate will have excellent organizational and communication skills, experience in production management, exacting standard of cleanliness, be computer-literate, be able to meet weekly deadlines, and be able to adapt quickly and effectively to the needs of rotating productions. Annual stipend provided. **Interested candidates should send their resumes and letters of interest to director@laboratorytheaterflorida.com.**

Part-time position of 20-25 hours per week, flexible hours.

The Production Manager reports directly to the Artistic Director.

The chief responsibility of the Production Manager is to run the production department in support of the artistic vision of the company.

Responsibilities include

PRODUCTION:

1. Development of and management of an effective and highly motivated, collaborative production team
2. Oversight of production elements of mainstage shows, staged readings, events
3. Scheduling of rehearsals and performances
4. Understanding and utilization of stored production assets
5. Development and management of the production budget
6. Safety considerations
7. Creating/managing production calendar in tandem with Artistic Director

FACILITY:

1. Event set-up and strike, including cleaning, purchase, stocking, and inventory of consumables
2. Professional phone and personal communication skills
3. Maintenance of a safe facility for patrons, actors, volunteers
4. Maintenance of theater, rehearsal spaces (as necessary), storage facilities

EXECUTION:

The Production Manager is responsible for oversight of the above mentioned duties and may recruit others in the execution of those duties. The Production Manager is not expected to execute those duties on his/her own but has the express support of the staff of The Laboratory Theater of Florida and its resources.

The Laboratory Theater of Florida, a 501(c)3 nonprofit organization, is dedicated to the promotion of the performing arts, through live performance, education, community outreach, experimentation and the development of ensemble work. The company features ensemble productions, produces classic works, takes artistic risks and features and challenges local performers of various skill levels.