

INTIMAN : THEATRE FESTIVAL

MAILING ADDRESS: PO Box 19537, Seattle, WA 98109
STREET ADDRESS: 201 Mercer Street, Seattle, WA 98109

206.441.4178
info@intiman.org

JOB DESCRIPTION

Title: Production Manager
Department: Production
Reports to: Business Director
Classification: Full-time Seasonal, exempt
Salary: \$725/week, DOE
Contract Term: 4/1/13-10/6/13

Basic function:

Coordinate and manage all production aspects of Intiman Theatre Festival's four-play repertory festival in the 446-seat, modified thrust, Intiman Playhouse.

Duties and Responsibilities:

- Working with Business Director, hire production and stage management staff positions
- Supervise and evaluate all production personnel including IATSE and management personnel, designers, design assistants, and guest artists
- As directed by Business Director, negotiate and process artist contracts
- Process and manage actor and production personnel payroll, including weekly Actors Equity Association payroll and benefits, monthly IATSE payroll and benefits, and seasonal director, designer, and guest artist payments and benefits.
- Assist Business Director in general departmental planning and budget development
- Develop and implement schedules for rehearsals, performances, auditions, and meetings
- Implement and monitor production budgets
- Facilitate production related communication between all departments
- Maintain morale for all production related personnel
- Arrange and run production meetings for each show and weekly production staff meetings
- Facilitate production issues regarding space and tenant-landlord relationship
- Assist Business Director and Producing Artistic Director in responding to queries from, and interviewing, designers, stage managers, and technicians
- Recommend designers and stage managers for each production as needed
- Act as liaison with unions as needed during the production process; remain highly knowledgeable of Intiman agreements with IATSE, AEA, USA, and SDC and provide interpretations as needed

Education/Skills Required:

- BA or Equivalent
- 3 years experience as production manager
- Experience as an assistant production manager in professional theatre preferred
- Stage Management or design experience preferred
- Expense tracking experience and skills
- The ability to utilize common sense in problem solving techniques
- The ability to work calmly in a high pressure, fast paced environment

Special Requirements/Knowledge:

- Flexible Schedule, including evening and weekend hours
- Computer literate with a variety of popular spreadsheet and word-processing software
- Strong interpersonal skills. Excellent written and verbal communication

Expectations:

- Ability and willingness to hit the ground running
- Open, honest communication
- Identify issues before they become problems
- Positive attitude
- Utmost confidentiality
- Lead by example
- Participate as a member of a team, supporting others to accomplish goal.
- Attendance at board meetings, opening nights, cultivation and fundraising events and other Intiman functions as requested.
- Intiman theatre has a very small staff that works closely together. The ideal candidate will embrace working as a member of a close-knit team, and thrive on collaboration
- All of the staff, board of trustees, seasonal employees, and volunteers work to execute Intiman's mission: *Intiman Theatre produces theatre that is relevant to our time and as diverse as the community in which we live.*

Email cover letter, resume and three professional references to:

Evan Tucker
 Business Director
 evan@intiman.org

Intiman Theatre is an equal opportunity employer, and individuals of all cultural backgrounds and abilities are welcome and encouraged to apply for all positions.