

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 2024 summer season. In-person employment dates run May 13th through about September 23rd, with pre-season work beginning April 29.

Reporting to the Executive Artistic Director, the Production Manager is a core member of the seasonal Senior Staff. The Production Manager is responsible for coordinating the production of all scenery, props, paint, electrics, costumes, and sound in the Festival's 4-show Main Stage 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 spreadsheets, 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 assistant staff members is required.

Valid driver's license required; access to a personal vehicle desirable.

Compensation:

Salary is \$700-800/week DOE; single occupancy bedroom in a shared house for the summer season.

To Apply:

Email resume, cover letter, and professional references to jobs@dorsettheatrefestival.org with your name and position in the subject line.

Dorset Theatre Festival is proud to be an Equal Opportunity Employer. Candidates from historically marginalized communities are encouraged to submit. We are committed to the ongoing work and practice of making our theatre a place that celebrates differences in our community, including race, age, background, class, gender, nationality, disability, and sexual orientation. We strive to continue finding ways of uplifting the voices of all, both in work that we produce on our stage, as well as within the structures and systems we design as we work to become a more diverse, anti-racist, and inclusive organization.