

EDMONDS PUBLIC FACILITIES DISTRICT / EDMONDS CENTER FOR THE ARTS

POSITION: Production Manager

EMPLOYMENT STATUS: Permanent, Full-Time, Exempt

REPORTS TO: Associate Executive Director

STARTING SALARY RANGE: \$65,000-75,000, *Dependent on Experience*

POSITION SALARY RANGE: \$65,000-\$97,500

BENEFITS: This position is eligible for a competitive package including:

Medical, Dental, Vision benefits available. • Participation in the Washington State PERS retirement plan and ability to enroll in the Deferred Compensation Plan. • Company paid LTD and Life Insurance, with option to enroll in voluntary plans. • Employee Assistance Program (EAP) • Healthcare & Daycare Flexible Savings Accounts (FSA) • Up to 10 days of vacation time per year, up to 12 days of sick time per year, and 14 paid holidays per year.

POSITION SUMMARY:

The Production Manager at Edmonds Center for the Arts (ECA) plays a vital leadership role in overseeing all technical and production elements of performances, events, and programs within ECA's 700-seat theater and ancillary spaces. Reporting to the Associate Executive Director, the Production Manager is responsible for planning, coordinating, and executing the technical aspects of ECA-presented performances, education and outreach activities, and rental events. This includes managing production schedules, supervising stage crews, maintaining theater systems and equipment, and ensuring events are executed safely, smoothly, and to the highest professional standards.

This position collaborates closely with artistic staff, rental clients, visiting artists, and internal departments to support a broad range of programming. The Production Manager also serves as a primary liaison with labor union representatives and ensures compliance with union agreements. The ideal candidate is a proactive, highly organized leader with strong technical theater experience, a commitment to excellent service, and the ability to manage multiple priorities in a fast-paced performing arts environment. Like all employees at EPFD/ECA, the Production Manager is expected to collaborate with all team members and remain committed to EPFD/ECA's mission, goals, and values.

The Production Manager at EPFD/ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. They value a diverse team, are welcoming of different perspectives and approaches, and make sure that their colleagues and partners feel valued and empowered.

ESSENTIAL FUNCTIONS

LEADERSHIP:

- In partnership with the Associate Executive Director (AED) designs departmental strategies and tactics for success across all areas of production.
- Directly supervises, mentors, and professionally develops Production staff and external consultants.
- Conduct regular check-ins with direct reports. Collaborates with the AED on the department's personnel needs and distribution to best leverage strengths and EPFD/ECA's collective knowledge.
- Lead weekly cross-departmental production meetings to review upcoming events, gather updates, and share essential information.
- Address personnel issues promptly and effectively to maintain a positive, productive work environment.

CUSTOMER SERVICE:

- Advance and oversee all technical and hospitality needs for approximately 40 presented and educational shows, including rider review, hotel bookings, ground transportation, backline, and catering.
- Collaborate with rental clients and internal teams to ensure smooth execution of large rental events through advance planning and coordination.
- Maintain effective communication with touring production managers to execute show requirements, including production needs, rider requirements, staging and capacity changes.
- Schedule and prepare appropriate resources, staff, and vendors to support all theatre and special event presentations.
- Promote and model, monitor, and manage excellent customer service by all technical staff, ensuring all touring artists, clients and partners receive responsive, professional support.
- Interface and maintain good working relationships with local contractors, vendors, tours, rental clients, education event clients, and associated production teams including technicians, stagehands, runners, security, contract and freelance labor, and rental equipment, with an emphasis on quality, reliability, and cost.

STAGE WORK:

- Serve as key technical liaison between the theater and hosted/presented artists.
- Oversee and/or delegate all aspects of load-in, performance and load-out for all ECA hosted/presented artists, with an emphasis on customer (artist/client) service/hospitality, adherence to time schedules.
- Supervise the setup, operation, and restoration of lighting, sound, video, rigging, and stage systems for rehearsals and performances.
- Oversee the maintenance of all theatre systems and equipment, ensuring that scheduled maintenance is completed.
- Purchase, stock and organize storage of theater consumables, equipment, and supplies.
- Work with production crew to prioritize equipment purchases as needed and make recommendations for updates to facility operations.
- Oversee a current and accurate equipment list for all technical departments and provide a yearly update recommending repairs, replacement, and removal of equipment for facility operations.

ADMINISTRATIVE:

- Work directly with Talent Buyer to facilitate and create contract obligations, artist advances, riders, and settlements.
- Maintain and organize show files for all events.
- Keep accurate records for tracking event expenses and invoicing.
- Submit to the accounting department all credit card receipts, check requests, vendor invoices, and other financial records.
- Work closely with the Associate Executive Director to track and implement a theater budget.
- Manage timekeeping, payroll approval, and labor cost forecasting for all production personnel.
- Provide recommendations on long-term capital improvements and multi-year lease agreements to enhance and better utilize theatre systems.
- Ensure Production event reports are submitted with accuracy and timeliness.
- Attend various staff and administrative meetings.

PERSONNEL:

- Recruit, onboard, develop, supervise, train, and evaluate a list of qualified in-house and on-call technicians to staff events.
- Schedule technical crews to meet the needs of presented, rental, education, development, and internal events.
- Train and supervise touring or visiting technicians on ECA equipment and systems as required.

- In partnership with the Associate Executive Director and Safety Committee, maintain a safe theatre environment for performers, crew, and audience members.
- Conduct and oversee safety/use training related to theatre equipment.
- Maintain working knowledge of the house collective bargaining agreement and ensure all planning and decisions align with its terms.
- Collaborate with leadership and the union steward to address questions, clarify provisions of the collective bargaining agreement, and help resolve discrepancies or conflicts as they arise.
- Provide input on labor practices and CBA updates.

PREFERRED KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent management, communication, and interpersonal skills, including ability to work effectively with various departments, external partners, and diverse teams.
- Experience managing and/or working with IATSE or other collective bargaining units, a plus.
- Working knowledge of terminology, techniques, methods and procedures of theatre, dance, and music productions and presentations.
- Verifiable technical skills in the areas of lighting, sound engineering, video, rigging, and carpentry.
- Inherent comfort level for quickly adapting to changing environments.
- Ability to take initiative, work independently and collaboratively to solve problems and improve efficiency.
- Ability to create and implement systems for process improvement.
- Excellent planning and organizational skills, with the ability to manage simultaneous, multiple projects, establish priorities, and meet deadlines.
- Ability to exercise a high level of professionalism, judgment, and above all, discretion, and confidentiality.
- Self-motivated with a “roll up the sleeves attitude” and a “hands-on” style, as well as the aptitude to thrive in a fast-paced, results-oriented environment.
- Works well under pressure, maintaining self-composure and integrity.
- Excellent PC and apple skills include Office365 suite.
- Familiarity with Momentus Elite, a plus.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High school education or equivalent required.
- Minimum five years progressive professional experience with a combination of concert, theatrical and special event production.
- Experience in a supervisory role.
- 7+ years’ experience working in live events, live events operations or in a theater environment.
- Experience with event management workflows and timelines.
- Ability to prioritize and handle multiple tasks simultaneously in a fast-paced environment.
- Keen focus on details and demonstration of forward-thinking and assertiveness
- Basic video or audio editing/ production experience a plus
- Track record delivering high-quality results in a fast-paced, challenging environment.
- Crowd Management, Adult & Child First Aid/CPR certification required within the 1st 90 days.
- OSHA 30 a plus

WORKING CONDITIONS:

This position may have a low to moderate stress level associated with dealing with crowds of public visitors. The environment is mainly indoors, however position may occasionally be required to work outdoors and exposed to the elements (heat, rain, etc.). Position will also require daytime as well as many evening and weekend hours including, at times, additional hours beyond a standard 40-hour work week.

- Must be able to work an irregular schedule, reliable transportation.
- Must be able to bend, climb stairs, and continuously stand or walk for extended periods.
- Heavy lifting, working on catwalks, ladders, and lifts, and working with electrical equipment are common requirements.
- Ability to work more than 8 hours in a single shift.
- Periods of remaining in a stationary position in an office setting and operating a computer.
- Ability to observe details at close range during computer use and document review.
- Repetitive use of hands and wrists on computers and equipment.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Unexpected interruptions occur often, and stress level is low to moderate.
- Must be comfortable in extended moderate to loud levels of noise in the work environment.
- Regularly must be able to lift up to 50 lbs. at a time, up to occasionally 75 lbs.
- May require occasional travel.
- The person in this role must be able to perform the essential functions with or without accommodation.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references, completed EPFD/ECA Application Form and Voluntary EEO Survey (available for download at

<https://www.edmondscenterforthearts.org/about/careers-at-eca/>) to careers@ec4arts.org OR Production Manager Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020. No phone calls please.

Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer and is committed to advancing equity through our work and to becoming a more inclusive organization.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License.

NOTE: An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.