



EDMONDS CENTER FOR THE ARTS

Production Manager

POSITION TITLE: Production Manager

EMPLOYMENT STATUS: Permanent, Full-Time, Non-Exempt

REPORTS TO: Director of Programming & Production

STARTING SALARY RANGE: \$70,000-\$80,000

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

ABOUT US

Edmonds Center for the Arts (ECA) is one of the premier performing arts centers in the Pacific Northwest--a 700-seat jewel-box venue located in Edmonds, Washington, just 20 minutes north of Seattle. Owned and operated by the Edmonds Public Facilities District (PFD), ECA opened in 2006 in a beautifully renovated historic high school and has since built a beloved reputation for live performance, arts education, and community engagement across the Puget Sound region.

Every year, ECA curates a focused **season of presented events** spanning music, dance, comedy, theater, spoken word, and more, from classical to Broadway, jazz to folk, pop to world music, with complementary **educational events**. Through our **Rentals** Department, we host 130+ additional events produced by touring and local artists and community organizations. Together, these programs serve more than **90,000 patrons annually**, supported by a **financially stable organization**.

Edmonds Center for the Arts is where community and culture come alive!

ABOUT THE OPPORTUNITY

The Production Manager is a vital member of ECA's programming and production team, responsible for the safe, seamless, and high-quality execution of every event on our stage and in our ancillary spaces. Reporting to the Director of Programming & Production, the Production Manager serves as the technical backbone of the organization, overseeing production operations across presented performances, rentals, and education events, while leading and developing a skilled team, including an Assistant Production Manager, technicians and crew.

The right candidate is committed to equity and inclusion, welcoming of diverse perspectives, and invested in making sure colleagues and partners feel valued and empowered.

CORE RESPONSIBILITIES

At ECA, the Production Manager keeps the stage running, from the first load-in to the final load-out, and everything in between. Here's what that looks like day-to-day:

- **Production and Stage Operations.** You'll oversee the team delivering all technical aspects of load-in, performance, and load-out across presented events, rentals, and educational programming — supervising lighting, sound, video, rigging, and stage staff and ensuring every event is executed safely, on schedule, and to the highest professional standard.

- **Artist & client services.** You'll assist the Director of Programming and Production and the Assistant Production Manager in advancing approximately 40 presented and educational shows and 130+ rental events annually — managing rider review, logistics, and ongoing communication with touring production managers and rental clients so every artist and partner feels expertly supported from first contact to final bow.
- **Team Leadership & Personnel.** You'll recruit, schedule, train, and evaluate a roster of in-house and on-call technicians, providing regular mentorship and check-ins, leading weekly cross-departmental production meetings, and addressing personnel matters promptly and constructively.
- **Facilities & equipment.** You'll support the ongoing care and functionality of our theater systems and equipment by guiding the team responsible for maintenance and upkeep. Help ensure supplies and consumables are well-managed; equipment inventory stays current, and contribute thoughtful recommendations for repairs, replacements, and future capital improvements that support the long-term health of the facility.
- **Labor & union relations.** You'll maintain a thorough working knowledge of ECA's collective bargaining agreement, ensure all scheduling and planning decisions align with its terms, and collaborate with the Director of Programming & Production and union steward to address questions and resolve discrepancies as they arise.
- **Budget Oversight.** You'll work closely with the Director of Programming & Production to track and implement the production budget, manage timekeeping and payroll approval for all production personnel, and maintain accurate, timely records for event expenses, invoicing, and financial reporting.

MAJOR OBJECTIVES

During the first 12 months, you will be focused on:

- **Building Trust.** Establishing strong, authentic relationships with the leadership team, staff, board leaders, volunteers, and the broader donor community.
- **Strengthening the Department.** Evaluating current systems, processes, and performance, and making meaningful improvements that set the team up for long-term success.
- **Improving Internal Communication.** Establishing clear, consistent communication rhythms across Marketing, Programming, Development, and Rentals, breaking down silos and ensuring better coordination organization-wide.
- **Onboarding & Organizational Immersion.** The initial months will focus on getting grounded in ECA's people, systems, and workflows. Gaining familiarity with our venue, equipment, and operational standards; and learning key systems such as Momentous and Spektrix as they relate to production and event execution.
- **Producing the Presented Season.** As the presented season ramps up, focus shifts to leading production planning and execution for ECA events—advancing shows with artists and agents, aligning internal teams, and delivering clear run of show.
- **Rental Event Execution.** Supporting rental events by partnering with the rentals team to advance details, clarify technical needs, and ensure expectations are clear and met. Focuses on balancing strong client service with operational efficiency to deliver a professional, organized, and welcoming experience while supporting team capacity.

ABOUT YOU (EXPERIENCE & QUALIFICATIONS)

We're not just looking for someone who checks every box. We're looking for a connector: someone who leads with curiosity and heart, brings a commitment to trust-building, and is energized by the opportunity to grow something meaningful alongside a passionate team.

The right person for this role will bring:

- A passion for the arts and enthusiasm for the mission, vision, and values of ECA.
- **At least 7 years of progressive professional experience** in concert, theatrical, and/or special event production, including a minimum of 3 years in a supervisory role.
- **Working Knowledge of Production Systems**, general understanding of lighting, sound, video, rigging, and basic stagecraft, with the ability to support teams, ask the right questions, and help ensure these areas are coordinated effectively.
- **Comfortable working with technology**, including Office 365, CRMs, scheduling and event management tools... and excited to learn new ones.
- **A people-first mindset**. You lead with empathy, a coaching mindset, and are as invested in your team's growth as you are in hitting revenue goals.
- **Exceptional interpersonal skills**, with the ability to connect authentically with donors, board members, volunteers, and community partners across diverse backgrounds.
- **Strong project management ability**. You're organized, deadline-driven, and able to manage competing priorities without losing sight of the bigger picture.
- **Collaborative and solution-oriented**, able to pivot gracefully when plans change and bring people together to solve problems creatively.

Even Better if you have... *(Knowledge, Skills, Ability that might set you apart)*

- Experience managing and working with IATSE or other collective bargaining units, with a working knowledge of union agreements and labor practices.
- Experience managing high-volume event operations — 100+ events annually — across multiple concurrent programming streams.
- Crowd Management and Adult & Child First Aid/CPR certification (Required within the first 90 days.) as well as OSHA 30 a plus.

COMPENSATION AND BENEFITS

The Production Manager position is a **100% full-time, non-exempt position**. It is an onsite role, with flexibility as needed. The **starting salary range for this position is \$70,000-\$80,000**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits

ECA believes in the importance of taking care of our team so that in turn they can be committed to supporting our critical mission and access to the arts in our community. This position is eligible for a competitive package including:

- Flexible work environment
- Subsidized Medical, Dental, Vision Insurance.
- 100% Paid Long Term Disability and Life Insurance, with the option to enroll in voluntary plans.
- Retirement Plan with match (Washington State PERS), and ability to enroll in a 457b Deferred Compensation Plan.
- 10-25 days of vacation time per year, commensurate with tenure and accruable up to 30 days a year.
- Up to 12 days of sick time and 14 paid holidays per year
- Additional paid & unpaid leave for reasons including jury service, military service, emergency responder service, bereavement, and family medical needs.

- Employee Assistance Program (EAP)
- Healthcare & Daycare Flexible Savings Accounts (FSA)

Working Conditions

This role operates primarily indoors with occasional outdoor work in varying weather conditions. The schedule includes a mix of daytime, evening, and weekend hours, with flexibility required for event-based work and occasional extended shifts. The position involves a balance of office-based tasks and active, on-site production work, including standing or walking for extended periods, navigating stairs, and working in environments with moderate to loud noise levels.

Responsibilities may include lifting and moving equipment (typically up to 50 lbs., occasionally up to 75 lbs.), and working with ladders, lifts, catwalks, and basic electrical equipment. The role also requires regular computer use and attention to detail, along with the ability to communicate clearly and adapt to a dynamic environment with shifting priorities. Reliable transportation and occasional travel may be required.

This position must be able to perform essential functions with or without reasonable accommodation.

NOTICES

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.

HOW TO APPLY

To apply, please submit an application, resume, and a brief cover letter through our portal:
<https://wkf.ms/4cyVB1e>

Your cover letter should express your specific interest in this role. Applications will be reviewed on a rolling basis, with priority given to those received by May 11. The position will remain open until it is filled. No phone calls, please.