



Production Manager/Theatrical Designer

Waterloo Community Playhouse/Black Hawk Children's Theatre seeks a creative, collaborative Production Manager/ Theatrical Designer to lead our technical operations, design theatrical elements, and organize volunteer relations. This position answers to the Executive Director.

DUTIES INCLUDE:

- Management of Technical Operations

- Oversee the management of technical assets and functions with assistance from the Technical Director.
- Oversee and manage production calendars and workflow of technical operations to reach the highest possible standards for live performance.
- Assist Technical Director in set construction.
- Facilitate and organize production meetings with directors, designers, Technical Director, and other necessary parties to determine the technical supports and needs in advance of rehearsal and production dates.
- Manage budget for all productions as well as overall shop and technical equipment upkeep and maintenance.
- Aid in maintaining inventory and ordering supplies in consultation with the Executive Director.
- Attend staff meetings, production meetings, and technical/dress rehearsals, and be a physical presence during performances.
- Serve as a production liaison between creative teams and administrative staff.
- Run technical rehearsals with guidance from the production's director to supervise and assist in the technical aspects of the show including training and supervising volunteers in best practices, duties, and responsibilities as well assisting with problem solving in the technical aspects of the show.
- Facilitate rentals of props and set pieces to both individuals and other theaters.
- Ensure compliance at all times with health and safety regulations to provide a safe working environment.

- Design Responsibilities

- Design set, sound or lights as needed to the highest possible standards, within budgetary constraints, according to directors' visions.
- Design or pull from stock props for productions.
- Aid in bringing to fruition set designs and scenic elements including set painting and set dressing.
- Read scripts to assess technical and artistic considerations for season selection purposes
- Be available to answer questions from the technical team during work sessions.

- Volunteer Relations

- Recruit, train, and manage all volunteer crew heads, running crews, stage manager volunteers, and set construction/dressing volunteers.
- Orient volunteers to best practices of safety and facility/company operations.

- Teach volunteers various theatre crafts.
- Aid in designing and implementing the WCP/BHCT theatre guild for recruitment and training.

REQUIRED QUALIFICATIONS

Bachelor's Degree in theatre design/production.

Experience in producing theatre, preferably across a range of technical departments including stage, set, sound and lighting implementation; stage management; computerized lighting systems; stage carpentry; and safety precautions and procedures.

Stable and verifiable experience in construction and production management.

Commitment to achieving high standards with limited resources.

Strong team leadership skills and proven ability to work as part of a unified team.

A flexible approach to working, including the ability to work unsocial hours.

Ability to plan and prioritize work effectively.

Knowledge and proficiency in theatrical technology and creative platforms.

Commitment to the mission, goals, and values of WCP/BHCT.

Ability to climb stairs, use ladders and manual lifts, work on catwalks above the ceiling of the theater and above the stage, and lift/carry up to 100 pounds.

PREFERRED QUALIFICATIONS

Experience collaborating with a variety of partners.

Demonstrated awareness of current trends in theatre technology.

Exhibit computer literacy skills (word processing, spreadsheets, and CAD/Google SketchUp/similar) and multimedia performance capabilities.

Experience in designing light, sound, and/or scenic elements for theatre performance.

This full-time staff will be responsible for designing some and implementing all technical and design elements, managing workflow, and maintaining sound fiscal oversight. Must be organized, resourceful, and able to teach and lead diverse populations working with both professionals and volunteers. As a teacher in many facets, the candidate should exhibit patience, respect, and understanding.

Salary Range: \$38,000- \$42,000 <DOE>

Projected Start Date: May 6, 2024

Applications Due: April 30, 2024

To apply: Please send cover letter, resume, portfolio, and contact information of three professional references to anita.ross@wcpbhct.org.

Waterloo Community Playhouse/Black Hawk Children's Theatre is an active and volunteer-fueled community theatre. Located in Waterloo, Iowa and serving the greater northeast Iowa area, we pride ourselves on our commitment to professional standards with a dedicated community of volunteers. We are an equal-opportunity employer.