

## Wells Fargo Center for the Arts Job Description

**Job Title:** Production Manager  
**Department:** Production  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt  
**Revised Date:** 7-09

### Summary

Responsible for the oversight of all elements of production within the Center's venues including:

- All technical production (i.e. sound reinforcement, theatrical lighting, video presentation and filming, rigging, special effects) aspects of the Center's activities
- Advancing technical requirements and arranging resources on behalf of Development, Rentals, Arts & Education, and Entertainment Programming
- Overseeing the maintenance of all production equipment

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Advance technical and other aspects of production with touring artist's production in a timely manner

- Reviews and advances contracts with all artists, which includes determining the technical, backstage and hospitality needs of the performers, negotiating requirements of the riders, preparation of technical addendums, and arranging for and negotiating prices for all rentals of additional equipment necessary to meet requirements of contract.

Assists with the creation and execution in all areas of show budget management; creation and tracking of the technical maintenance budget; determine (with Programming) feasibility and production cost of event

Arrange local transportation for visiting artist's production, as needed

Oversee payroll for production personnel

Compile and submit all production expense invoices

Disseminate show information to appropriate departments, personnel as needed

Fulfill special backstage requests

Ensure shows run smoothly and on time

Oversees stage management and set-up and operation of all stage systems necessary to stage events including providing design support

Serves as technical liaison advance person with visiting artists and user groups

Assists with production needs of other Center spaces and productions

Coordinates work of regional contracted labor groups when used to augment crews of traveling productions

Remains knowledgeable of all applicable stage/performer union rules and regulations

Liaison between center and artists touring management

Responsible for the ongoing inventory, maintenance and upkeep of all production related equipment including lighting, sound and rigging, scenery and all other production related assets of the Organization

Coordinates and controls the purchases of supplies and equipment relative to production

Ensure that all production equipment are properly used and maintained and that all work is done in a manner that ensures safety.

Schedules security for all productions, as needed; acts as security liaison between artist and front of house staff

Supervises and oversees all technical facets of Center presentations, theater rentals, co-productions, festivals and related activities

### **Supervision**

Supervises 1 Production Coordinator with similar duties as Production Manager (see above). Also supervises technicians (union), Hospitality Coordinator and Production Assistants (non-union). Supervises crew, bench tech and stage manager. Hires, trains, and supervises stage crews & IATSE techs.

### **Education and/or Experience**

Associate's degree (A. A.) or equivalent from two-year college or technical school; or 3 to 5 years related experience and/or training; or equivalent combination of education and experience.

### **Critical Skills**

- Experience and working knowledge of technical aspects of concert production
- Ability to create and maintain budgets
- Strong organizational and communication skills, including patience
- Secure and skilled in areas of trouble shooting and problem solving
- Windows suite
- Must be able to work a flexible schedule, nights and weekends
- Ability to work in both indoor and outdoor facilities with exposure to both dust and noise
- Ability to work with and manage people
- Maturity, good judgment and a strong sense of accountability
- Understanding of the dynamics of the performing arts business (i.e. ability to work with a wide range of unconventional personalities, fast paced environment, deadline driven culture).
- Strong negotiating skills with the ability to close deals.

### **Measures of Success**

- Meet fiscal goals of the budget (i.e. operating and capital budgets)
- Compliance with all federal, state, and local ordinances and requirements
- Enhanced patron and client experience through excellence in service and facility.  
Measured through post rental surveys, patron surveys, and touring groups/artists.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The Wells Fargo Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

### **To apply:**

Send cover letter and resume to [sarahg@wellsfargocenterarts.org](mailto:sarahg@wellsfargocenterarts.org)