

Production Manager Position Description

TITLE: Production Manager
REPORTS TO: Artistic Director & Managing Director
DEPARTMENT: Production

FLSA: Full-Time Exempt
DATE: May 13, 2021

POSITION DESCRIPTION:

The Production Manager holds the primary responsibility for delivering the technical execution of all Woolly Mammoth productions on time and within budget, with an emphasis on facilitating clear and transparent communication between and among Production staff, other departments at Woolly, and creative teams working on each production. Reporting to the Artistic Director and Managing Director, this position supervises the Production Department, aligning resources to realize individual projects at the highest level, while working to maximize the overall capacity of the Production Department in service to Woolly's artistic mission. This position is a member of the Core Leadership Team at Woolly Mammoth.

DUTIES & RESPONSIBILITIES:

Production Responsibilities:

- Create, maintain and manage the Production Budget.
- Work with the Artistic Director, Technical Director, and design teams to arrive at designs that align with show budgets and available resources. This includes communicating & collaborating with designers and directors to realize the vision for each show.
- Manage the production process for each show, and facilitate the flow of information and alignment of activity among production departments, between production staff and design teams, directors, stage managers, and other departments at Woolly Mammoth.
- Build and execute designer and crew contracts.
- Hire and train crew and overhire staff as needed for each show.
- Schedule and lead all design meetings, production meetings, including for all tech nights and previews.
- Ensure continued production support and maintenance throughout a show's run.
- Supervise the full-time members of the production department staff, including the Technical Director, the Properties Master, the Audio/Visual & Lighting Supervisor, and any seasonal or contract Production Department employees.
- Work with the production Department to continually improve the capacity of the department and the quality of our work and workplace.
- Actively lead and support Woolly's commitment to safety in the workplace, including co-chairing Woolly's Safety Committee.
- Actively support Woolly's commitments to Equity, Diversity, Inclusion, and Access.
- Oversee the communication with presenting organizations producing in our space.
- All other duties as assigned.

Facilities Responsibilities:

- Plan and advocate for future equipment purchases for the theatre and beyond if in the best interest of Woolly.
- Collaborate with General Management in maintaining and attending to facility needs and up keep.
- Communicate with other departments regarding space use.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

SUPERVISORY RESPONSIBILITIES:

- Responsible for providing employees timely, candid, and constructive performance feedback; developing employees to their fullest potential and providing challenging opportunities that enhance employee career growth; developing the appropriate talent pool to ensure adequate bench strength and succession planning; recognizing and rewarding employees for accomplishments. Additionally, this position will:
 - Select, train, and develop an effective and efficient staff including:
 - Interviewing applicants and select new employees;
 - Supervising the department orientation and training of new employees;
 - Recommending salary increases, promotions, transfers, disciplinary actions, and dismissals in conformance with company policy and procedures; and
 - Conducting annual performance reviews.
- Have substantial knowledge of leadership, teamwork, and management principles in line with the values of the organization.
- **Direct Reports:** Production Manager supervises the Technical Director, Properties Master, Audio/Visual & Lighting Supervisor, Miranda Family Production Fellow, Wardrobe Supervisor, and other Production Personnel.

QUALIFICATIONS:

- **Experience:**
 - Minimum of five years of experience in theatrical production, stage management, production management, and/or technical direction out of school.
- **Essential Knowledge, Skills, and Abilities:**
 - Demonstrated personnel and budget management experience;
 - Excellent written and communication skills;
 - Experience in the DC theatre scene, with a good knowledge of artists and technicians is a plus;
 - Ability to align stakeholders towards common goals while negotiating competing priorities;
 - Ability to maintain a positive attitude under pressure;
 - Willingness and ability to make decisions in a fast-paced environment as and when needed in line with the priorities of the organization;
 - Strong knowledge of Microsoft Office is necessary. Working knowledge of CAD software a plus;
 - Ability to work nights, weekends, and many times more than a 10-6p span of day.
- **Other Skills or Qualities:**
 - Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
 - See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
 - Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.

WORKING CONDITIONS:

- Normal office environment.
- Extending viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Extended work on your feet.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary: \$65,000**
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.