



louisville ballet

JOB DESCRIPTION

TITLE: Production Manager

REPORTS TO: Artistic Director

EXEMPT/NONEXEMPT STATUS: Exempt

DEPARTMENT: Production

POSITION(S) SUPERVISED: 0

SALARY GRADE: \$42,000 - \$48,000

OVERVIEW

The Production Manager is responsible for execution of the artistic vision for productions presented by Louisville Ballet and The Louisville Ballet School, including but not limited to scenery and lighting for existing and new works. Working closely with the Artistic Director, the Production Manager will manage and maintain all Louisville Ballet productions to ensure maximum efficiencies and longevities of all hard and digital assets.

The Production Manager reports to the Artistic Director alongside the Costume Director, Resident Lighting Designer, Company Manager, and Stage Manager.

ESSENTIAL JOB FUNCTIONS

- With the Artistic Director and Chief Executive, develop and supervise production budgets and regularly keep the Artistic Director apprised of their status.
- In collaboration with the Artistic Director, and Production and Artistic Teams, develop schedules for all mainstage and expanded programming, including production calendars and design deadlines for each production, load-in, trucking, and tech.
- Communicate within and across departments, all aspects of production planning, scheduling, and execution.
- Guide the design team through the design process to determine feasibility in time and budget to ensure completion of all designs.
- Hire, contract and oversee stagehand labor, independent contractors, and any additional personnel required for specific production needs. Process, track and reconcile all production department over-hire and contract payroll.
- Serve as liaison to labor unions for Union houses, ensuring company compliance with all union rules
- Mitigate all potential safety hazards, working with appropriate personnel, and communicate all relevant information in a timely fashion.
- Oversee inventory and maintenance of all shop, lighting, costume, sound and stage equipment.
- In collaboration with Artistic Director, serve as rental liaison for all scenic and costume rentals including but not limited to updating fee schedule and policies, fielding all requests, negotiating contracts and hiring and supervising the technical liaison.

FORMAL EDUCATION REQUIREMENTS

College degree or advanced degree in theatre production.

Degree/qualifications in project management and/or financial management would be advantageous.

WORK EXPERIENCE REQUIREMENTS

Must possess impeccable communication skills, be highly detail oriented, self-motivated and a quick thinker. This position requires a high-degree of responsibility and productivity, successfully juggling multiple projects in a fast-paced environment.

The Production Manager must possess:

- 3-5 years of experience with professional stage crews and union houses
- Strong verbal, quantitative, and organizational skills
- Strong personnel management skills required
- Ability to work quickly and accurately with attention to detail
- Experience tracking expenditures and managing budgets
- Familiarity with and understanding of safety requirements (OSHA, etc.) of running professional shop
- Scenic building and maintenance experience
- Workshop management experience
- Scenic rental management experience
- Computer literate with knowledge of Word, Excel and Google Docs
- Systems thinking and forward planning capabilities

PHYSICAL DEMANDS

- Must be able to climb stairs and ladders
- Must have the ability to occasionally lift and carry up to 50 lbs.
- Must be able to twist, turn, bend, and reach and work overhead
- Must be able to push and pull heavy objects
- Must be able to tolerate exposure to common chemicals

The Production Manager is expected to work occasional late and weekend hours as related to the performance and production schedule.

If you are interested in applying for this position, please send a resume to Erik Nelson at enelson@louisvilleballet.org with "PRODUCTION MANAGER" in the email heading. Thank you for your interest in Louisville Ballet!

LOUISVILLE BALLET OVERVIEW

Louisville Ballet, led by Chief Executive Leslie Smart and Artistic Director Robert Curran, is an evolved but accessible ballet company committed to boldly and beautifully communicating artistic stories both classic and new. We exist to move, to evoke emotion, to provoke thought, and to challenge perceptions. We are artists, athletes, activists, inventors, and inspirers. Louisville Ballet has been one of the nation's leading regional ballet companies since 1952.

As the Official State Ballet of Kentucky, Louisville Ballet has worked with some of ballet's brightest lights including Mikhail Baryshnikov, Twyla Tharp, and Wendy Whelan, performed for tens of thousands of people and reached over 20,000 school children throughout the commonwealth with educational programs annually.

MISSION

Louisville Ballet makes moving art that respects tradition, encourages innovation, and fosters life-long learning. We inspire connection, conversation and a profound sense of community, by striving for bold collaborations, by nurturing the next generation of artists, by celebrating diversity, and by creating access for all.

VISION

Louisville Ballet is the movement transforming Louisville into a global arts destination.

CORE VALUES

Be creative. Be collaborative. Be disciplined.