

Position Announcement
Wharton Arts
Production Manager

Reports to:
Director of Operations

PRIMARY DUTIES AND RESPONSIBILITIES

The Operations Department at Wharton Arts ensures that all programs, public events, and activities run smoothly, and ensures that students and audiences have a positive experience when visiting our facilities or attending our events. The Production Manager assists the Director of Operations with the following:

- **Facilities Management**
 - **Wharton Arts Black Box Theater.** This is the main public performance space on our campus. Annually, we produce 4 fully staged theater productions, 4 live concerts, over 40 studio recitals, 10 theater class showcase performances, and various other events. The Production Manager would keep the theater calendar and ensure that all theater equipment and supplies are kept in good order. They will also manage the schedule for piano tuning in the space.
 - **Recording Studio.** Wharton Arts has a professional grade recording studio on premises which is used by our students to prepare audition recordings and other projects. The Production Manager will keep the studio calendar and inventory.
 - **Prop and Costume Inventory.** Wharton Arts maintains an inventory of props and costumes used in its programs. The Production Manager will see that these are kept in good condition.
 - **A/V Equipment Inventory.** The Production Manager will manage usage of all A/V equipment including projectors, cameras/video cameras, recording equipment, etc. by Wharton Arts Staff.
 - **Custodial.** Serve as substitute custodian in Building Manager's absence for vacations or sick time.
- **Program Operations**
 - Coordinate setup of rooms and changeovers between regular program activities.
 - Schedule Operations Assistants as necessary.
- **Event Management.** The Production Manager will lead or co-lead the production of concerts and events. Event duties may include:
 - Box Office and House Management Duties.
 - Equipment Management and transport including Truck rental, loading, driving and returning items.
 - Stage management and show-running.
 - Coordinate with technical staff at venues on lighting and sound needs.
 - Coordinate with outside contractors including the Recording Engineer/Videographer and Photographers.

EDUCATION AND SKILLS PREFERRED

- Experience in music or performing arts production preferred
- Bachelor's degree preferred
- Detail oriented person who takes pride in their work
- Flexibility and able to keep track of multiple assignments at once
- Ability to lift up to 50 pounds
- Ability to drive a 15' box truck (no special drivers' license required)

HOURS/SCHEDULE

- Full-Time 40 hours per week. Regular hours are flexible
- Evenings and weekends are required based on events schedule
- Event-heavy months are November, December, May and June.

COMPENSATION

- \$45,000-50,000 annually
- Benefits including healthcare, dental/vision, 401k, long-term and short-term disability, life insurance, vacation, generous paid holidays including the week from Christmas through New Year's Day.

To Apply, send resumé and cover letter to jobs@whartonarts.org