

# Production Manager

# SANTA FE PLAYHOUSE

YOUR LOCAL THEATER SINCE 1922 \* 142 E. DE VARGAS STREET, SANTA FE, NM 87501

<b>Department</b>	Production	<b>Hiring Range</b>	\$40,000 - \$45,000
<b>Supervisor</b>	Artistic Director and Executive Director	<b>FLSA Status</b>	FT, Exempt
<b>Revised</b>	May 2, 2022	<b>Location</b>	Santa Fe, NM

The Santa Fe Playhouse is seeking a Production Manager to hold the primary responsibility for delivering the technical execution of all Santa Fe Playhouse productions on time and within budget, with an emphasis on facilitating clear and transparent communication between and among Production staff, other departments at Santa Fe Playhouse, and creative teams working on each production.

## LAND ACKNOWLEDGEMENT

We acknowledge that the place we now call Santa Fe is still recognized as Oga Po'geh, meaning White Shell Water Place. Thousands of years ago, it was a center for the communities of Northern and Southern Tewa (often identified as Tanos). The living memory and stories told by the people of Taytsúgeh Oweengeh (Tesuque Pueblo) hold profound meaning to this day.

## ABOUT US

Santa Fe Playhouse is a one-hundred year old startup. Founded in 1922 by Mary Austin and operating as a community theater for much of its life the company has been transitioning to a professional theater in the last eight years. The work of the Santa Fe Playhouse is the development, production, and presentation of exceptional live performances for residents and visitors of Santa Fe. With three types of programs; 1) Live performances on the historic main-stage, from original productions of classic, experimental, and new works, to guest artist presentations; 2) Educational opportunities, which develop theater skills and deepen appreciation of the craft of theater, and; 3) New work development, which results in new plays by local writers, from 10 min plays to full length dramas. Santa Fe Playhouse is cultivating a more vibrant live arts scene in Santa Fe while providing education, job opportunities, and career pathways for residents.

## MISSION

As a cornerstone in its theatrical and artistic communities, Santa Fe Playhouse connects the artist with the audience. Through these interactions, the Playhouse engages in dialogue to examine, uplift, challenge, and heal through the visceral art of performance and storytelling.

## VISION

To make great theater. Santa Fe Playhouse's professional standards and celebration of local diverse cultures will act as a catalyst, broadening our national recognition as a live arts destination.

## MORE ABOUT THE POSITION

Reporting to the Artistic Director and Executive 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 Santa Fe Playhouse's artistic mission. This position is a member of the Core Leadership Team at Santa Fe Playhouse.

The Production Manager position realizes the strategies of the artistic leadership team within the resources allocated by the company. In response to the pandemic, SFP is in a state of recovery and rebuilding. A successful candidate will have a flexible and involved approach to the work of every department at SFP.

## Specific Position Functions:

### 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 Santa Fe Playhouse.
- Build and execute designer and crew contracts.
- Hire and train crew and over-hire staff as needed for each show.
- Schedule and lead all production meetings, including for all tech nights and previews.
- Ensure continued production support and maintenance throughout a show's run.
- Supervise the part-time members of the production department team, including the Technical Director, the Properties Master, the Audio/Visual & Lighting Supervisors, and any seasonal or contract Production Department employees or contractors.
- 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 SFP's commitment to safety in the workplace, including co-chairing the Safety Committee.
- Actively support SFP's commitments to Equity, Diversity, Inclusion, and Access.
- Oversee the communication with renting and/or 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 Santa Fe Playhouse.
- Collaborate with Management in maintaining and attending to facility needs and up keep.
- Communicate with other departments regarding space use.

#### Company-Wide Responsibilities

- Commit to Santa Fe Playhouse'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, engaging in EDI work at Santa Fe Playhouse, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Santa Fe Playhouse working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Santa Fe Playhouse's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture at Santa Fe Playhouse.
- Act as an ambassador for Santa Fe Playhouse in the local community and beyond.

#### Supervisory Responsibilities

- Responsible for providing employees and contractors timely, candid, and constructive performance feedback; developing employees and contractors 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 team for accomplishments. Additionally, this position will:
  - Select, train, and develop an effective and efficient team 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 Supervisors, Production Interns and Fellows, Wardrobe Supervisor, and other Production Personnel.

**Qualifications/Skills:**

Experience:

- Minimum of five years of experience in theatrical production, stage management, production management, and/or technical direction out of school.
- Four years previous supervisory experience required
- Knowledge of artist/creative contractual agreements
- Experience working with managers and artists with diplomacy, discretion, professionalism
- Demonstrated competency in Google Workspace, MS Office (Excel, Word, PowerPoint), calendaring and screen-sharing/online meeting applications.
- Demonstrated history of working with people from diverse cultures, backgrounds and economic strata
- Demonstrated commitment to social justice
- A current driver’s license and clean driving record preferred

Essential Knowledge, Skills, and Abilities:

- Demonstrated personnel and budget management experience;
- Excellent written and oral communication skills;
- Experience in the Santa Fe theater 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.
- High level of attention to detail
- Sense of humor
- Commitment to transparency and inclusivity

**Other Skills or Qualities**

The ideal candidate will want to be a part of a vital institution and possesses the leadership skills to represent the institution both internally and externally: experience in managing teams and interacting with artistic personnel; exceptional communication, written and verbal; excellent negotiating skills; experience in developing project budgets; highly organized with effective time-management skills. We also prefer candidates with a theatrical management experience and with non-profit management in their background including direct experience with union regulations and contract negotiations. Experience in managing building operations and space rentals is a plus.

**Benefits:**

Health Insurance support package (Full time Employees) Continuing education opportunities. Paid Time Off Flexible work schedules and work location.	TICKETS Complimentary tickets to SFP productions Discounted tickets to hosted productions CLASSES Discounts to Playhouse Studio classes
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## Production Manager

### Working Conditions:

- Normal Office environment.
- Extended viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Extended work on your feet.
- Santa Fe Playhouse is located in historic downtown Santa Fe and is air-conditioned, in a wheelchair accessible building, and in close proximity to public transportation.

### Equity and Inclusion:

Santa Fe Playhouse strives to be an anti-racist, fully accessible, multicultural theater that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to diversity, equity and inclusion.

### COVID Vaccination Policy:

- As a condition of employment, Santa Fe Playhouse will require all who report to work on site (either at The Santa Fe Playhouse or any other workspace or performing location) to receive the COVID-19 vaccine.

### TO BE CONSIDERED

1. Submit a resume detailing related experience and education
2. Attached a cover letter that outlines how your related experience and education qualifies you for the position. You can address this letter to Colin Hovde and send to [submissions@santafeplayhouse.org](mailto:submissions@santafeplayhouse.org).
3. Include a writing sample (if relevant to the position)
4. Applications are reviewed on a rolling basis and the position is open until filled.

For the safety of our guests and staff the Santa Fe Playhouse requires all staff to be fully vaccinated against COVID-19. Documentation of current vaccination will be required if an offer of employment is made.

### Equal Opportunity Employer including disabled and veterans.

Individuals seeking employment with our organization are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, or sexual orientation.

### **Compensation Transparency:**

Santa Fe Playhouse recognizes that conversations about salary can be difficult and often lack transparency. In our commitment to working with top-tier talent we strive to provide pay and benefits that meet the market standards by leveling with industry peers to determine the pay range for each position. Where a given employee falls in that range is determined by experience and skill set. Santa Fe Playhouse works to administer a compensation and benefits program in a manner that is transparent, consistent, and equitable across the company.

### **Disclaimer:**

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All Santa Fe Playhouse employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.