

Production Manager

The Production Manager (PM) for the Kingsmen Shakespeare Festival (KSF) is responsible for overseeing all aspects of the summer festival, ensuring it runs smoothly, stays within budget, and meets deadlines.

Key Responsibilities:

- **Budget Management:** Develop and manage the production budget, ensuring all expenses are tracked and controlled. Assist in negotiating contracts with vendors and technical crew members to minimize costs while maintaining quality.
- **Scheduling:** Create and maintain production schedules, coordinating with various departments to ensure timely completion of tasks and adherence to deadlines
- **Team Coordination:** Supervise and manage the production crew, assisting in hiring, scheduling, and training staff. Facilitate communication between artistic and production teams to ensure everyone is aligned on goals and timelines. Set and conduct regular design and production meetings with the artistic and production staff including production meetings immediately following tech and dress rehearsals. Facilitate communication with the Theatre Arts Department (TAD) of California Lutheran University (CLU) with regards to using space, equipment, scenic, and prop materials.
- **Logistics Oversight:** Oversee the logistics of production, including ordering materials, managing equipment, and ensuring all technical elements are in place for rehearsals and performances.
- **Problem Solving:** Address any issues that arise during the production process, finding creative solutions to keep the project on track.

Required Skills and Qualifications

- **Education:** A degree in theatre production, technical theatre, or a related field is preferred, though extensive experience in production can also be valuable.
- **Experience:** Previous experience in production management or related roles is essential.
- **Organizational Skills:** Strong organizational abilities to manage multiple tasks and deadlines effectively.
- **Communication Skills:** Excellent verbal and written communication skills are crucial for coordinating with various teams and stakeholders.
- **Technical Knowledge:** A good understanding of technical theatre elements, including lighting, sound, and set design is beneficial.

Working Environment

The PM typically works in a fast-paced environment, often under tight deadlines. The PM may work irregular hours, including evenings and weekends, especially during production weeks. The role requires collaboration with a diverse group of individuals, including directors, designers, and technical staff, to bring a production to life.

Pay Range \$18/hr no overtime Seasonal Contract

To apply, please submit your resume, cover letter, and references via the Application Form on the “Job Opportunities” page of the website. If you have any questions, please reach out to

Artistic Director, Michael J. Arndt (artisticdirector@kingsmenshakespeare.org).

ABOUT THE COMPANY

The Kingsmen Shakespeare Company is dedicated to presenting professional programs and performances of the works of William Shakespeare for the education and entertainment of people of all ages. In 1997 a collaboration between Santa Susana Repertory Theatre Company and the Drama Department at California Lutheran University produced the first Kingsmen Shakespeare Festival in Kingsmen Park on the campus of California Lutheran University. The first Festival featured a three weekend run of Shakespeare's *A Midsummer Night's Dream*. The Festival was offered "free" to the public. Due to the success of that first Festival, the Kingsmen Shakespeare Company was formed as a not-for-profit professional theater organization. KSC holds special contracts with Actors Equity Association (AEA) and is a member of the Shakespeare Theatre Association of America (STAA).

EQUITY, DIVERSITY, AND INCLUSION COMMITMENT

KSC's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in the stories we tell and people we hire. Diversity is more than a commitment at KSC — it is the foundation of what we do. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, disability, age, and veteran status.