Position Title: Production Manager  
Classification: Salaried Exempt  
Reports to: Managing Director  
Direct Reports: Stage Technicians (co-Reports w/ Technical Director)  
Rate of Pay: $70,000+ annual salary DOE, plus generous benefits including full medical/dental/vision, 401(k) with match, and unlimited PTO.

Summary  
The Production Manager is responsible for advancing all events at Kirkland Performance Center, overseeing the process from pre-contracting to post-event reporting.

Responsibilities (including but not limited to)  
• Oversee the execution of all production requirements for both Presented and Rental events  
• Own and manage the Theater Use Calendar and share information as necessary across the organization  
• Track and report on all show-related expenses  
• In collaboration with the Technical Director, create and maintain technical staff schedules  
• Schedule and lead production meetings with Technical Director, Patron Services Manager, and Box Office Manager  
• Ensure compliance with all federal, state, and local regulations as they pertain to events  
• Manage Rental Clients, from pre-contract tours through the contracting and advancing process  
• Prepare and enter production reports before and after each event

Qualifications  
• Bachelor’s Degree in related field (theater, communications, etc.) preferred, not required  
• Two+ years of work as a production manager with a performing arts organization  
• Strong communication and interpersonal skills, the ability to prioritize, and the desire to work in a fast-paced environment  
• Budget management experience at multiple scales  
• Working knowledge of IATSE bargaining agreements preferred  
• Must be able to read, write, and communicate in fluent English  
• Proficient use with Microsoft Office required  
• Cultural diversity and communication experience preferred  
• Ability to work independently and act calmly in an emergency situation  
• Ability to work successfully and motivate staff  
• Willing to work flexible hours including evenings and weekends  
• Must be able to lift and carry object up to 50 pounds

A satisfactory outcome from a criminal background verification is required prior to hire.

Send resume and cover letter in PDF format to: david@kpcenter.org

Kirkland Performance Center is an Equal Opportunity Employer.

Kirkland Performance Center provides a gathering place where people come together to express themselves creatively, exchange ideas, share culture, and connect with one another.