

# KIRKLAND PERFORMANCE CENTER

**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](mailto: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.*