

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:
Associate Production Manager
Full-time, Non-Exempt

Position Overview

California Shakespeare Theater (Cal Shakes) is looking for a detail-oriented, resourceful, adaptive, and collaborative Associate Production Manager (APM) to join our staff. The position of APM is a full-time, year-round position in the Production department, reporting to the Production Manager (PM). The APM is charged primarily with the administrative activities of production management in support of the Theater's Main Stage season. The APM also assists with special events including concerts, fundraisers, staged readings, workshops, and educational programs which require production or logistical support. The ideal candidate will share the institutional values of equity, diversity, and inclusion; have previously demonstrated commitment to those values; and will possess understanding and self-awareness of power and privilege.

About Cal Shakes

Description: Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We work to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Production Management 70% of work time **Management/ Personnel**

- Serve as the primary production manager for one or more mainstage productions or special events in each season, as assigned by the production manager
- Assist the PM with the planning and execution of special events including concerts, fundraisers, staged readings, workshops and educational programs which require production or logistical support
- Assist in the hiring of all Production Department heads, (Scenery, Costumes, Props, Paints, Electrics, Sound) including AEA Stage Management
- Assist in the facilitation of the design process by clearly communicating and maintaining budget and deadlines and ensuring that the creative team is in communication with production department heads
- Provide production support during the rehearsal, tech and performance periods as needed; remain on site at the theater for load in, tech and preview weeks in rotation with the PM
- Serve as a secondary liaison between the Theater and all creative team personnel (directors, actors, designers, other specialists)

Administrative

- Assist the PM with the creation and maintenance of the master season production calendar and individual show/events calendars
- Assist with the coordination of work flow among production departments during load in, tech and strike
- Coordinate all mainstage staff and production meetings and distribute meeting notes
- Oversee the drafting and execution of all director, designer, and other production or creative team contracts.
- Participate in the season planning process



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Financial

- Assist the PM with the creation of the yearly production budget
- Assist with PM with monthly expense tracking, projections and reports
- Assist the Production Manager with day-to-day administrative tasks such as reviewing and approving employee timecards; processing invoices and check requests and other tasks within the department

Company Management 25% of work time

Work in concert with the Production Coordination to coordinate all company management needs for out of town artists. This includes:

Artist Housing and Travel

- Arrange for apartment rentals and negotiate leases
- Furnish apartments as needed
- Arrange for cleaning and maintain artist housing during occupancy changeovers
- Oversee payment of artist housing utilities
- Communicate with out-of-town artists and arrange all air and ground travel
- Provide out-of-town artists with itineraries and information regarding the Theater and their accommodation
- Greet artists at the airport on arrival and arrange for their return transportation to the airport
- Arrange rental cars for visiting guests

Other 5% of work time

- Represent Cal Shakes at company functions, as assigned
- Participate in company-wide projects such as the Diversity & Inclusion Workgroup, our annual gala, and others

Qualifications

Ideal candidates will:

- Have general knowledge pertaining to all aspects of technical theater—i.e. lighting, sound, costumes, scenic
- Have proven experience in theater production and people management—two years' administrative experience working in a professional theatrical office preferred
- Have strong written and verbal communication skills
- Have strong leadership, negotiation, and organizational skills
- Have a valid driver's license—with own car preferred
- Previous outdoor theater experience preferred

Special Environmental Factors:

- There are two locations, our offices in Berkeley and our outdoor theater in Orinda (frequent travel is required between them)
 - Fast-paced, open office environment, frequent interruptions, background noise. It shares space with shops that use industrial products and power tools
 - Outdoor theater space with hills, uneven terrain, and environmental factors (wind, weather, etc.)
- Some areas in both locations have limited accessibility, please feel free to ask for more specifics
- Variable schedule, some evening and weekend hours are required
- Must be able to work independently and offsite

This is a Full-Time/ Non-Exempt position with benefits. Position available starting January 14, 2019. Hourly range: \$18 - \$22 and is based on experience.

Reports to: Production Manager

Supervises: Production Coordinator

To apply online, [click here](#)

