



Founded in 1977, Childsplay's mission is "To create theatre so strikingly original in form, content or both, that it instills in young people an enduring awe, love, and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood, that are the keys to the future."

Production Manager

Overview

Childsplay, an internationally acclaimed ensemble-based professional theatre for young audiences located in Tempe, Arizona (Greater Phoenix) seeks a proactive, creative individual to lead our Production Department. Childsplay produces 6 productions at the Herberger Theater Center on Stage West, 1 national tour, and 1 to 2 local state tours per year. Contract begins June 1, 2022.

Reports to: Artistic and Managing Directors

Hours: Full-time non-exempt position

Compensation: \$50,000 annual + benefits, PTO, and training opportunities. Relocation assistance is possible.

Job Summary and Responsibilities:

- Collaborate with the Artistic Director and Managing Director to create and manage a \$1,000,000 Production budget.
- Collaborate with the Artistic Director on staffing and policy issues.
- Serve on the organizations Steering Committee that helps guide the organization in meeting its mission objectives.
- Act as liaison between Childsplay and the Herberger Theater Center in scheduling and staffing of productions.
- Create and manager production office and all production department budgets through the fiscal year including expense approvals and monthly reconciliations to budgets.
- Collaborate with the Artistic Director to contract designers, directors, musicians, and choreographers.
- Oversee scheduling and staffing – including over hire job-in-labor, of all aspects of show production.
- Oversee, monitor, and evaluate design process of all shows.
- Work with designers and staff to creatively solve all technical and financial challenges.
- Realize designs on time and budget.
- Supervise the relationship between the staff and designers.
- Lead production meetings and attend all technical and dress rehearsals, previews and opening
- Ensure production shops and rehearsal studios are safe and in good working order.
- Develop and maintain the master production calendar for Childsplay.
- Serve as the liaison to other departments in the company to assist with their production needs.

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childsplayaz.org

Experience:

The ideal candidate will possess:

- At least two years in Production Management or equivalent experience.
- Cost estimating and time management skills.
- A working knowledge of production and design of stagecraft including scenery, sound, lights, costumes, props, projections, and videography.
- Experience in the planning, creation, and management of production department expense budget.
- Experience required in Microsoft Excel and Word.
- Ability to lift at least 50lbs and climb ladders.
- Must have a valid driver's license and be able to drive large trucks and vans.

You'll be a great fit if:

- You have a passion and enthusiasm for theatre, arts, and arts education.
- You are a critical thinker with an ability to problem solve
- You thrive in collaborative environments
- You are comfortable with managing multiple projects
- You stay calm under pressure
- You are self-directed and eager to grow
- You are enthusiastic about being part of a learning organization

This is a full-time exempt position. Salary is \$50,000+ DOE and is consistent with salaries of a mid-sized arts organization with a \$3+ million annual budget and includes a benefits package. The company offers multiple ongoing meaningful opportunities for professional development and learning for all employees.

Childsplay values equity, diversity, and inclusion (EDI) throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: Imagination and Wonder.

To apply, please email production@childsplayaz.org with your resume and cover letter. We intend to begin interviews the first week of May and will continue until the position is filled. Please submit applications prior to May 6, 2022, to guarantee consideration for the job.

For more information about our company please visit www.childsplayaz.org