



Job Description PRODUCTION MANAGER

Description: The Production Manager advances the mission of the Wortham Center for the Performing Arts (WCPA) by directing all production aspects at the venue.

The Wortham Center for the Performing Arts includes the **Diana Wortham Theatre**, an active, 500-seat venue in the heart of downtown Asheville, N.C. Serving 55,000 people each season, the Diana Wortham Theatre presents a series of critically acclaimed touring artists in dance, theatre and music, a Matinee Series for students, teachers, and families, and is the home venue for more than 40 local organizations which rent the theatre each season.

The **Tina McGuire Theatre** (100 seats) and the **Henry LaBrun Studio** (mixed use) opened in September 2019, providing opportunities for increased programming, access and venue availability for residents and visitors to Western North Carolina.

Responsibilities:

Under the direction and supervision of the Technical Director, the Production Manager:

- Supports the Technical Director in determining the technical needs in advance of events
- Serves as on-site crew chief, supervising production staff and production tasks
- Leads with integrity, setting an example for professional behavior
- Manages lighting hang, design, implementation, and board operation
- Secures estimates, brokers agreements, and handles procurement of rental equipment
- Participates in load-ins, lighting hangs, sound installations, and strikes when necessary
- Maintains, keeps inventory and safeguards the technical assets of the theatre
- Orients facility renters and visiting artists to safety, technical characteristics, and other areas of facility operations
- Makes recommendations to Technical Director regarding capital purchases
- Other duties as assigned

The Production Manager must:

- Be passionate about the arts and dedicated to advancing the field
- Have knowledge of industry specific requirements, technology and equipment utilized
- Be actively informed of current trends, research, and development in the areas of assignment
- Establish and maintain cooperative working relationships with those associated in the industry
- Have excellent supervision and organization abilities

- Embody and demonstrate exceptional customer service skills, even in stressful and/or demanding situations
- Have effective audio-visual discrimination and perception
- Maintain a physical condition appropriate to the performance of assigned duties and responsibilities including walking, standing, or sitting for extended periods of time; lifting, stooping, climbing, bending, and carrying heavy materials; operating assigned equipment; ability to work in high areas of the venue
- Maintain mental capacity which allows the handling varied tasks simultaneously, making sound decisions, working in a fast-paced environment, meeting deadlines, and working under pressure
- Work a variable schedule, including weekends and evenings
- Embody and demonstrate exceptional customer service skills, even in stressful and/or demanding situations

Qualifications:

- Five years of experience in technical operations at performance venues. Experience in stage management, lighting design, and sound design is strongly preferred.
- An Associate's degree from an accredited college or university. Bachelor's degree preferred.
- Must have a valid driver's license

This position will remain open until filled. Wortham Center for the Performing Arts offers a competitive salary and excellent benefits such as health, dental, life insurance, parking, vacation, and sick pay.

Application:

Submit a cover letter and current resume as one document to rae@worthamarts.org. Please use "Production Manager" as the subject line. No calls or drop ins. The successful candidate for this position will be subject to a comprehensive pre-employment background check, including but not limited to social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position.

WCPA is an equal opportunity employer and does not discriminate based on race, color, marital status, religion, gender, gender expression, age, sexual orientation, veteran status, national origin, genetic information or physical or mental disabilities that do not hinder performance of essential job tasks.

WCPA is committed to recruiting, supporting, and fostering an equitable, diverse, and inclusive community of outstanding staff members and volunteers. Those who share this goal are encouraged to apply.