

## **PRODUCTION MANAGER, SEASONAL CONTRACTOR**

### **Reports to: General Director**

Charlottesville Opera seeks applications for the position of Production Manager from individuals with experience in theatrical production and management. We seek a strong and resourceful leader who will help Charlottesville Opera uphold its reputation of producing high artistic quality opera and musical theater productions each summer in Charlottesville, Virginia and as we expand our season to incorporate an additional chamber opera beginning in the Spring of 2025.

### **The Company**

Charlottesville Opera is a nationally recognized professional opera company based in Charlottesville, VA. The company was formerly known as Ash Lawn Opera. Each summer Charlottesville Opera hires professional singers to perform in grand traditional productions in the beautiful Paramount Theater, a renovated movie palace. In addition to these professional singers, the company invites sixteen emerging artist singers to perform supporting roles and receive training to advance their craft. Productions at Charlottesville Opera are original mountings of well-known shows. Each production is conceived by the company's General Director, stage director, and design team. To support the two major productions, a staff of approximately 40 theater and musical professionals is hired to be in residence in Charlottesville for the summer. In addition, Charlottesville Opera hires professional orchestra members and local choristers from around Virginia. The company presents between 16 and 18 live performances during its six-week summer season. During the remainder of the year, Charlottesville Opera offers a concert series, educational opera performances, and starting in the Spring of 2025, a new works chamber production.

### **POSITION DESCRIPTION OVERVIEW:**

Responsible for the technical implementation of Charlottesville Opera's main stage productions (2 yearly; at The Paramount Theater) and the New Works Initiative (at various venues). This role is a Senior Leadership position who works closely with the General and Artistic Director in executing, and implementing high quality productions and performances.

Primary responsibilities include directing all production planning and operations in a safe, orderly and efficient manner. The Production Manager will be committed to maintaining high artistic standards and to early, efficient, and thorough communication with design teams and department heads to ensure that designs are realized on time and within budget.

The Production Manager position is designated as remote work, except during the production and rehearsal periods, with limited in-person meetings which would require travel and accommodations at the company's expense. All travel dates would be agreed upon with the General Director at least two weeks in advance. The Production Manager position is entirely in-person during the rehearsal and performance periods of each production. Accommodations will be provided either in private host housing or shared AirBnB. A travel reimbursement will be negotiated with the amount being dependent upon the distance of travel. The Production Manager is responsible for their own in-town transportation when in Charlottesville.

## **TEAM OVERVIEW:**

### Charlottesville Opera Department Breakdown

- Administration: General Director, Artistic Administrator, Scheduler
- Artistic Team: Artistic Director, Stage Director, Conductor/Music Director, Chorus Master, Choreographer, Fight/Movement Director, Language Coach.
- Production Team: Stage Manager, Technical Director, Set Designer, Lighting and Production Designer, Costume Coordinator, Props Designer/Master, Sound Designer, Wardrobe Supervisor, Scenic and Costume Shops (Carpenters, Painters, Stitches), Master Electricians, Production Assistants, Hair and Makeup Team, and Fly/Rigging Crew.

The Production Manager will oversee various departments and staff, which include, but are not limited to, the stage management team, technical teams, set, prop, and costume departments, production assistants, run crew, as well as vendors and freelance contractors.

## **PRODUCTION MANAGER POSITION DESCRIPTION:**

### Production Planning and Implementation

- Collaborate with the Scheduler to create and oversee production timelines, ensuring all milestones are aligned with rehearsals and performances schedules.
- Organize and lead production meetings, facilitating clear communication between directors, designers, technical crew, and administrative staff.
- Coordinate with designers, directors, and technical teams to execute production elements, including scenery, props, costumes, lighting, and sound.
- Oversee load-ins, load-outs, and strike processes, ensuring efficiency and safety.
- Manage production budgets as provided by the General Director. When appropriate make suggestions for edits to budgets based on actual expenses as season progresses.
- Source, contract, budget, set up and support rehearsal spaces needed for Company productions.
- Source, contract and schedule tuning and moving of all rehearsal and performance pianos.
- Contract and manage rental sets/costumes/props/projection and other production needs such as genie lifts, chain motors etc., moving trucks.
- See that all set/costume/prop rental contracts noted above are insured, managed, and staffed (rental supervisors) as per the contracts.
- Contract supertitles for all non-English productions.
- Contract stage managers (if necessary), assistant stage managers, assistant directors, supertitles callers and other technical staff as needed.
- Serve as primary liaison with the Director of each production regarding artistic support, technical needs, and implementation.
- Confirm and coordinate crew needs with The Paramount Production Manager and ELF (as needed).
- Negotiate IATSE contracts along with the General Director.
- Confirm and coordinate crew needs for smaller non-Paramount venues.
- Supervise and support rehearsal process, orchestral rehearsal setup, technical rehearsals and performances.
- Arrange all interstate and intrastate trucking of scenery, costumes, and props.

### Budgeting and Season Planning

- Participate in season planning discussions, especially regarding availability of production, workability of productions, development of new production needs, etc.
- Work closely with the General Director to establish and monitor production budgets.
- Negotiate and oversee contracts with vendors, service providers, and freelance production personnel as needed.
- Track expenditures, ensure adherence to financial guidelines, and report any potential overages.
- Provide weekly updates to the General Direction regarding the budget.

### Staff and Crew Management

- Collaborate with venue staff to schedule and manage production staff, including stagehands, riggers, and specialized contractors.
- Recruit, train, and supervise stage management teams and production assistants as required.
- Provide leadership during rehearsals, tech rehearsals, and performances, addressing any immediate production needs or issues.

### Rehearsal and Performance Operations

- Coordinate technical rehearsals, dress rehearsals, and performances to ensure seamless execution of all production elements.
- Troubleshoot issues that arise during rehearsals and performances, maintaining a calm and efficient demeanor under pressure.
- Work closely with the stage management team and venue staff to facilitate a safe and productive environment for performers and crew.

### Health and Safety Compliance

- Implement and enforce safety protocols, ensuring compliance with all applicable regulations and standards.
- Conduct risk assessments for technical setups, equipment, and personnel involved in the production, including the venue staff.
- Train crew and cast on safety procedures, including emergency protocols and safe use of equipment.

### Communication and Documentation

- Serve as the primary point of contact for all production-related communications among departments.
- Keep precise and comprehensive production records with the Production Stage Manager, such as cue sheets, reports, and technical documentation specifications.
- Provide regular production updates to the General Manager.

### Production Rentals and Warehouse/Inventory Supervision

- In collaboration with the Technical Director, during the summer season, update the inventory tracking of existing set pieces and props for possible rental.
- Track and maintain company lighting gear inventory.

#### Inter-Departmental Needs

- Provide general production/technical support for company events and activities.
- Confirm and coordinate technical support needs for fundraising and PR events in alternate venues.

#### **SKILLS:**

- BA and/or MFA in theater production, arts management, or a related field, or equivalent professional experience.
- Minimum of 3-5 years of experience in opera, theater, or performing arts production management.
- Knowledge of opera production and understanding of its unique technical and artistic requirements.
- Strong project management skills with a proven ability to manage budgets, schedules, and teams effectively.
- Familiarity with theater technology, including lighting, sound, rigging, and stage automation.
- Training and understanding of safe practices for the theatre environment.
- Training and understanding of basic scenery, props, costumes, lighting, video projection, and sound designs and implementations.
- Excellent communication and interpersonal skills, with the ability to lead and collaborate with diverse teams.
- The ability to stay flexible and solution-oriented within fast-paced and ever-changing environments and personalities.
- Comprehensive skills in reading and interpreting design and build drawings and renderings. Knowledge of AutoCAD, Vectorworks, or similar design software.
- Willingness and ability to work within rigorous and demanding time schedules, including morning, evening and weekend hours.
- Strong computer skills, including knowledge of Microsoft Excel and Word.
- Certifications in theater safety practices (e.g., OSHA 10/30, ETCP certification).
- Understanding of building construction, a plus.
- A valid driver's license is required, along with the ability to drive and operate a box truck.

#### **PHYSICAL STANDARDS:**

This position involves moderate work with lifting or moving up to 50 pounds occasionally, occasional climbing and work from ladders and standing for long periods of time. The position requires ability to use computer equipment, manual dexterity, and the ability to communicate verbally and in written word. This position requires long hours and a flexible work schedule.

#### **PRODUCTION/SEASON DATES:**

Dates listed are required In-Person Dates.

**Scalia/Ginsburg:** March 15 – March 29 (Performances March 28 and 29)

**Summer Season:** May 28 – July 15 (Includes 1 day before first artist arrival and 2 days post season)

**COMPENSATION AND BENEFITS:**

This position is a 1099 contract position. Pay is \$10,000 for management of the summer season and \$2,000 for management of the New Works Chamber Production.

**HOW TO APPLY:**

Please send a cover letter, a current resume, and a list of at least three professional references to General Director Leanne Clement at [Leanne@charlottesvilleopera.org](mailto:Leanne@charlottesvilleopera.org). We are accepting applications until position is filled.

**EQUAL OPPORTUNITY EMPLOYER:**

BIPOC applicants are encouraged to apply. Charlottesville Opera does not discriminate on the basis of national origin, race, religious belief, gender, gender identity or expression, sexual orientation or disability in admission or access to, or employment in, its programs and activities.