



RICHMOND TRIANGLE PLAYERS

Job Description **Production Manager/Artistic Associate**

GENERAL DUTIES AND RESPONSIBILITIES

The Production Manager/Artistic Associate works closely with the Artistic Director to facilitate all mainstage productions from staffing to closing night, as well as all special events that occur within the venue. They coordinate with other theatre personnel to ensure the efficiency of the production process by insuring designers meet production deadlines, and ease the process for all artists. They play an important role in the facilitating of the So. Queer Playwriting Festival.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

The successful applicant has an undergraduate baccalaureate degree from a regionally accredited college or university plus 3-5 years' relevant experience in arts management or a related field; 8-10 years of relevant experience is acceptable if no degree. The completion of an arts-related graduate program and/or experience in arts-related management is desirable.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS POSITION:

Production

- Assist the Artistic Director in all aspects of the So. Queer Playwrights Festival;
- Create and maintain production schedules for each event within the venue;
- Organize production and design meetings;
- Advocate for the safety of all artists during rehearsals, tech process and performances;
- Supervise, in consultation with the Artistic Director, all artists employed by the organization on production needs;
- Attend all tech rehearsals and facilitate all production meetings to maintain open communication between production and administrative staff;
- Schedule rehearsal locations, dates, and times;
- Guide all director/design teams through the design process to guarantee the timely completion of all deadlines. With the input of appropriate technical staff, analyze all designs submitted to determine feasibility of execution within the allotted time,

money and personnel available.

Administrative and Operational

- Provide and maintain HR documentation for all production personnel and some artistic, including but not limited to: keeping track of contracts, collecting tax forms, and processing and signing timesheets;
- Continue to hold all employees accountable in regards to RTP's sexual harassment and anti-racism policies and procedures;
- Assume role of Safety Officer, and oversee the maintenance of a safe workplace in compliance with OSHA, ADA and Building Fire Codes, as well as abiding by AEA standards for all artists, including any COVID-related requirements. Responsible for developing a safety manual and addressing any safety hazards or safety infractions and following up on any hazard reports, and ensures that all employees are familiar with the safety manual and Emergency Procedures policy.

Financial

- Work closely with artists to make decisions regarding set, costume, lighting and other aspects of a production and ensure they are within the budget of the production.

Other

- Oversee, hire and train all house managers a month before each opening date;
- Perform other duties and responsibilities as assigned, authorized, or directed by the Artistic and/or Executive Directors.

EMPLOYMENT DETAILS

The Board of Richmond Triangle Players sets all compensation and benefits for RTP staff. This position will start as a 30-hour per week position at \$15 per hour, with the intention of moving to a full-time position within a year, depending on budgets.

The Production Manager/Artistic Associate serves an initial six-month probationary period during which employment can be terminated with notice of one month. At the end of the probationary period, the Artistic Director will conduct an evaluation.

With a successful evaluation, the Production Manager/Artistic Associate enters into an at-will work agreement with Richmond Triangle Players. Job performance shall be reviewed annually by the Artistic Director.

TO BE CONSIDERED

Please send e-mail and resume to Artistic Director Lucian Restivo at lrestivo@rtriangle.org.