EMPLOYMENT OPPORTUNITY

CITY OF WOODSTOCK

PRODUCTION MANAGER
WOODSTOCK OPERA HOUSE

Job Summary

Due to a recent retirement, the City of Woodstock is seeking qualified applicants for Production Manager with the Woodstock Opera House. This full-time exempt position coordinates technical theatrical scenery, lighting and sound for all public performances in the Opera House, Stage Left Café and Square Park Bandstand; organizes and assigns personnel and equipment; supervises personnel training; purchases and maintains production equipment. The work is performed under the direction of the Opera House Managing Director.

Essential Duties and Responsibilities

Coordinates and approves scenery, lighting design, sound design and rigging with Opera House users. Ensures technical production for public events complies with fire, health and safety requirements.

Plans, schedules, trains and supervises facility and event workers for related projects, event load-in, set-up, light hanging and focus, sound set-up, rehearsals, performances, strikes, load outs and clean-up.

Provides scenery, lighting and sound reinforcement for public events.

Directs event worker and volunteer training for scenic carpentry, stage lighting, sound, safety and rigging.

Supervises scene shop and related stage activities. Plans, schedules and supervises maintenance of production equipment.

Prepares production budgets, equipment budgets, equipment specifications and bid documents. Supervises production supply purchases.

Plans, prepares and/or directs projects as assigned. Directs all production activities according to applicable policies, rules and regulations. Proposes and develops operations and safety policies.

Minimum Qualifications and Knowledge, Skills and Abilities

1. Bachelor's degree in Theatre Production, Theatre or Fine Arts (MFA degree in Theatre preferred).
2. Min. five years' theatre scenery, stage lighting, sound and design production experience, at more than one venue.
3. A combination of experience and education providing equivalent knowledge, skills and abilities may be considered.
4. Ability to obtain CPR and basic first aid certifications; must have ability to be federally licensed to manufacture, possess and use pyrotechnic materials.
5. Must possess current valid driver's license with good driving record.

Salary range: $58,498 - $90,833 DOQ with full benefits package of group health & dental insurance, benefit time and IMRF retirement plan.

Application Process

Current resume and cover letter– clearly outlining relevant experience and education - should be emailed to: humanresources@woodstockil.gov Formal applications will be sent to the most qualified candidates and must be returned by the specified due date in order to receive consideration. The City reserves the right to select only the most qualified applicants for an interview. EOE

APPLICATION DEADLINE: FRIDAY, MARCH 14, 2014