

PRODUCTION MANAGER

The Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a Production Manager. ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. In July of 2024 it will also open Stolp Island Theatre: a 9,000 square foot development that includes an intimate 98-seat 4,600-square-foot theater. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora's downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

DEPARTMENT – Production Department

DIRECT REPORTING – Director of Production (DoP)

WORKS CLOSELY WITH – Vice President of Production (VP), DoP, Company Management (CM); Production Management (PM); Artistic Department; Production Department Heads; Stage Management; Presented Productions Department; Finance, Human Resources and Operations Staff; Creative, Technical and Production Team Members

POSITION STATUS & SCHEDULE – full time exempt; generally 8-9 hour days Monday-Friday; extended hours during tech for Broadway Series, Bold Series, Stolp Island Theatre and other self-produced productions; some weekends, evenings and holidays

COMPENSATION – Salary starting at \$53,000, and pay is commensurate with experience; excellent benefits package including health, paid time off, and 401k

START DATE – as soon as February 26 for the right candidate or other mutually agreed upon date

POSITION SUMMARY – The Production Manager assists and helps to lead and facilitate the daily operations and administration of the production department in support of the mission, artistic vision, and fiscal sustainability of the company.

GENERAL RESPONSIBILITIES – Engage with staff, affiliates and production teams to support the production department's involvement in all produced events, including Broadway and Bold Series Shows, Stolp Island Theatre productions, and other events. This shall include management of design development and execution, budgets, calendars, and facilities. Maintain understanding of all aspects of productions in order to facilitate needs throughout the advancing, pre-production, build, rehearsals, load-in, tech, previews, run and load-out of produced shows.

RESPONSIBILITIES

- Work with production staff and department heads to coordinate and implement schedules for pre-production deadlines, rehearsals, load-in, tech, performances and load-out
- Schedule and lead creative team and production meetings as assigned; guide design development and implementation to achieve artistic and administrative goals with available resources, staffing and scheduling parameters

- Facilitate timely communication and provide production support as needed
- Provide on-site support during load-ins, tech, previews and load-outs for productions; represent ACCA in work with production teams to reconcile challenges
- Read all daily production reports, production schedules and building schedules to identify and resolve challenges; communicate information to colleagues as needed and ensure timely resolution of issues
- With PMA, provide production support for educational programming, and new play development
- Participate in the editing of all Playbill/program content and other public relations and marketing materials
- Facilitate job searches by writing and distributing postings, reviewing resumes and conducting interviews as needed
- Assist department heads as needed in the onboarding and management of their employees
- With VP and DoP, acclimate creative team members to the area and ACCA venues
- With VP and DoP, develop and manage rental policies and agreements for space, equipment and production elements
- Coordinate with VP, DoP, department heads, Operations staff and Production to maintain and improve production facilities (i.e. office space, storage space, rehearsal space, performance space, scene shop, property shop, costume shop, crafts shop, wig shop, green room) for daily operations and production needs
- Collaborate with VP, DoP, PMA to develop, implement and administer the safety program to advance occupational health and safety policies, equipment purchases and maintenance, training and certifications; ensure corresponding records are written and compiled
- With VP and DoP, make recommendations to reduce risks, injuries and claims
- Uphold strict confidentiality and professionalism with regard to current and future productions, casting, design, staffing, budgets, salaries and all other sensitive aspects of the production process

In addition to the duties listed above, ACCA expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES

- Minimum 3 years in production management or 5 years in adjacent theatre management field(s) such as Technical Direction, General Management, Stage Management or Company Management
- Broad knowledge of theatrical production and the ability to manage large, musical theatre productions
- Knowledge of and experience with theatrical unions (AEA, SDC, USA, IATSE, CFM/AFM)
- Superior written and verbal communication, organization, time management and diplomacy skills
- Adept computer and accounting skills including knowledge of Microsoft Word, Excel and Outlook
- Capacity to approach challenges and stressful situations in a calm, creative and personable manner
- Keen ability to work independently *and* collaboratively in a fast paced, detail-critical environment
- Physical stamina to work in a variety of environments
- Ability to work longer hours and manage an irregular schedule including nights, weekends and holidays

PREFERRED EXPERIENCE, SKILLS and ABILITIES

- Proficiency in multiple areas of technical theatre (scenery, lighting and media preferred)
- Working knowledge of AutoCAD
- Knowledge of occupational health and safety protocol, standards and laws
- Experience supporting new play development and/or commercial enhancements
- Ability to draft detailed contracts for creative team and designers

HOW TO APPLY

Please submit a cover letter, resume and exactly three references using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

APPLY FOR THIS JOB ONLINE

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Yesenia Esparza), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.