

## Production Management Associate

The 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 Management Associate (PMA)**. 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 Copley Theatre. ACCA produces and presents over 300 performances each year, including star-studded touring productions and a self-produced Broadway Series of musicals 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, and the company looks forward to producing a new, Bold Series of plays and musicals in the newly renovated Copley Theatre beginning in the 2021-2022 season. 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 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.

ACCA truly believes and lives by its mission statement and its commitment to equity, social justice and inclusion.

The ideal candidate possesses a keen attention to detail, strong interpersonal, communication and office administration skills, and broad, foundational knowledge of theatrical production. The ideal candidate is also independently motivated to excel and thrives in a fast-paced, evolving environment.

DEPARTMENT – Production

DIRECT REPORTING –Production Director

WORKS CLOSELY WITH – Production Director (PD); Associate Production Manager (APM); Presented Productions Coordinator (PPC); Vice President of Productions (VPP); Company Management; other Production and Artistic staff; Stage Management; Creative/Production Team Members; and staff members from the Finance, Human Resources, Office Management, Marketing, Education, Operational Cleaning, and Operations departments

POSITION STATUS & SCHEDULE –full time salaried (exempt) generally 8 hour days Monday-Friday, but occasional weekends, evenings, and holidays are necessary; some extended hours are required during tech and for presented/touring shows

COMPENSATION – Annual salary range is \$38,000-\$42,500. Position also qualifies for an excellent benefits package including health insurance, paid time off, and matching 401k.

HIRE DATE – as soon as possible; applicants available to begin on or before Nov. 13, 2023, will be prioritized

GENERAL RESPONSIBILITIES – The Production Management Associate (PMA) facilitates the daily operations and administration of the production department in support of the artistic vision and production commitments of the company. The PMA engages with administrative staff, artists, and technicians to advance the Production department's involvement in a variety of projects including subscription series musicals and plays as well as assorted touring productions.

### KEY RESPONSIBILITIES

- Production Team Onboarding and Accounting
  - Assist in the onboarding process for new employees and independent contractors; specifically assist with the collection and coordination of paperwork such as tax forms, background checks, and other company onboarding requirements
  - Execute check requests, receipt verification, preparation for reimbursements, and other basic accounting.

- Solicit and compile production team Playbill and program biographies; provide integral participation in first-round editing of all Playbill and program content.
  - Administrate file sharing services for the production department.
- Rehearsal Hall Logistics
  - Manage Rehearsal Hall logistics including scheduling, turn over between productions (coordination with cleaning, Ops, Audio Lights & Media, Directing and Stage Management Teams), assist stage management teams with ground plan taping, room set up including media needs, and tracking supply inventories.
  - Coordinate usage of supplementary rehearsal spaces as needed.
  - Communicate with stage management, operations, and operational cleaning departments to ensure all production facilities remain clean and maintained (not limited to rehearsal spaces)
  - Facilitate the use of production cart for virtual rehearsals and coordinate with the Audio. Lighting & Media Supervisor for set up, use and tear down of A/V equipment for virtual viewings of 1<sup>st</sup> day of rehearsal and designer run
- Production Scheduling
  - Assist in the development and maintenance of season calendars, production calendars, and schedules as well as contact sheets and databases for seasonal employees, independent contractors, and suppliers.
- Production Department Support
  - Facilitate the scheduling of production meetings.
  - Ensure comprehensive notes are taken during production meetings and that these notes are distributed in a prompt, detailed, and organized manner.
  - Facilitate the dissemination of production communications, information, and resources.
  - Attend tech, orchestra rehearsals (as Production Management Staff on-point), final dress (to confirm final script for ASL interpreters) and previews as scheduled.
  - Read all rehearsal and performance reports, production schedules, and building schedules to help identify and resolve production issues and space conflicts particularly as relate to supplies and scheduling.
  - Participate in the maintenance, preparation, and improvement of production facilities (i.e. office space, storage spaces, rehearsal spaces, performance spaces, dressing rooms, green rooms, backstage storage, guest artist apartments) for daily operations as well as specific production requirements.
  - Maintain and restock rehearsal first aid, theatrical tape, and other stage management supplies in rehearsal road box, PAC & Copley Stage Management boxes and in supply drawer of props road boxes in all venues.
  - During span of tech week for applicable productions, coordinate theatrical atmospheric machine testings.
  - Provide physical support to the various production departments during "crunch" periods.
  - Provide direct support to Presented Productions Coordinator and other production management personnel for presented productions (i.e. touring artists such as bands and comedians).
  - Provide administrative support including but not limited to copying, filing, editing, and scheduling.
- Miscellaneous
  - 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
  - Additional duties as assigned by production management personnel or other senior staff.

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA'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 three years of experience working in theatre (can be educational)
- Superior written and verbal communication, organizational, interpersonal, and time management skills
- Capacity to approach challenges and stressful situations in a calm, creative, and diplomatic manner
- Physical stamina to work in a variety of environments, including outdoors in occasionally inclement weather, and ability to lift up to twenty-five pounds on occasion
- Ability to manage an occasionally irregular schedule including nights, weekends, and holidays

#### PREFERRED EXPERIENCE, SKILLS and ABILITIES

- Current knowledge of MS Word, Excel, and Outlook
- Minimum 1-year production management experience *OR* minimum 2 years related, theatrical management experience (i.e. stage management, company management, general management)
- Expertise in the various technical aspects of theatrical production

## HOW TO APPLY

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

**APPLY FOR THIS JOB ONLINE**

Or email [jonathana@paramountarts.com](mailto:jonathana@paramountarts.com) with the subject line Production Management Associate job.

Or mail/drop off to: Aurora Civic Center Authority, ATTN: Jonathan D. Allsup, 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.*