

Oklahoma City Repertory Theater: Production Manager
Updated 7/16/2021

THE ORGANIZATION:

Founded in 2001, OKC Rep is a leading professional theater in the Oklahoma City region. The organization is entering its next chapter of growth to become an even stronger civic institution for the Oklahoma City community, and to join the national conversation among professional theater institutions. After a national search, the newly appointed Artistic Director and newly repopulated and re-energized Board of Directors is invested in shaping the future of OKC Rep.

The newly created Production Manager position will work with the Artistic Director to oversee creative teams and all aspects of the production process. The ideal hire is a flexible problem-solver who is willing to brainstorm creative strategies and solutions for theatrical productions. This is a strong position for a production/technically minded person who is excited to think outside the box with the newly appointed Artistic Director, artists, and general manager.

OKC Rep is dedicated to an innovative, professional, equitable, inclusive, and collaborative environment for the theater-making process. To shape this culture, we aim to build a dedicated and diverse team that champions our mission and values. The Production Manager (PM) will be instrumental in this development, especially in collaborations with artists, and setting standards of practice for production meetings and technical rehearsals. This position coordinates season scheduling, manages production budgets, contracts design team and crew, and is the principal liaison with venues in Oklahoma City.

OKLAHOMA CITY:

Incorporated in 1890, this fast-growing city was recently named the 25th largest city in the United States. It's a growing multicultural hub with a world class art museum, ballet company and philharmonic. The state capital and its combined region includes 1.4 million citizens whose median age is just 34. Nicknamed "The Modern Frontier," it is a young city filled with Native American and Western history and culture that is developing a new reputation for innovation and entrepreneurship.

POSITION SUMMARY:

The PM will work closely with the Artistic Director in building systems and processes for producing theater at a professional level.

The PM will:

- Oversee and support all production, technical, and creative aspects of all productions while maintaining high artistic standards
- Lead production planning for the organization
- Oversee, prepare, and manage production budgets, as well as collaborate with General Manager on season budgets

- Manage and negotiate contracts with designers, tech riders for visiting companies, and serve as point person for these teams
- Create, maintain, and coordinate the performance calendar and institutional schedule for current and future seasons with Artistic Director's input– including rehearsals, technical rehearsals, and auxiliary events.
- Collaborate with directors and designers to manage the scale and complexity of productions within budget and develop design/production options that are financially and artistically viable. OKC Rep is oriented toward reusing, repurposing, and sharing production elements, consistent with artistic goals.
- Plan and execute the load in and load out of all OKC Rep productions, as well as any technical rehearsal needs.
- Determine and hire necessary crew staffing and their duties for all rehearsals and productions; and will oversee technical rehearsals.
- Hires and oversees freelance Technical Director, Master Electrician, Wardrobe Crew, Stage Management Team, and Crew for each production with an eye towards building these into full-time positions in 3-5 years.
- Direct all safety practices and training, and create and manage COVID safety plans, as necessary, in accordance with union guidelines
- Adapt and collaborate beyond job parameters as our institution grows.
- PM might need to fill the role of TD or ME on early productions as the freelance technician community in the region is rebuilding after the pandemic.
- This is a hands-on position.
- Reviews daily all rehearsal reports and responds as necessary.

While no single individual will possess all of the following qualifications, the successful candidate will possess many of these skills and experiences:

Qualifications:

- Commitment to an equitable, anti-racist, and inclusive community
- Working knowledge of lighting, sound, video and projection, rigging, scenery, props, costumes, and similar.
- Strong leadership and organizational skills are required.
- Experience in drafting and negotiating designer contracts
- Experience in creating and managing production budgets
- Experience creating and managing schedules, including build schedules
- Willingness to take on the administrative work and innovation required to build and sustain a theater in its transformational stages
- Experience supervising individuals and crews. Exposure to relevant areas of human resources management – including recruitment, performance measurement, employee relations, and professional development – is desired.
- Comfortable managing multiple projects concurrently
- Passion for theater and supporting artists
- Highly organized and detail oriented
- Desire to play a critical role on a small and dynamic team

Physical Requirements:

- Ability to use a ladder, move 50 pounds, and general mobility to execute basic technical theater operations.
- Available to work long hours weekends.
- Valid driver's license and comfort driving a 24' box truck
- Must be able to climb a ladder, crouch, push, pull and engage in repetitive motions

Requirements: (hard skills)

- Fluency with AutoCAD and/or Vectorworks
- Proficient in Google Suite and Dropbox
- Microsoft Office is desirable
- Flexibility in schedule to account for evening events and occasional weekend events.

Compensation and Start Date: \$50,000. An ideal candidate will be interested in growing with the company and the local theater community. We include a benefits package with health insurance and paid time off. Preferred start date is Sept 1st.

How to Apply:

Interested and qualified candidates are encouraged to submit a cover letter, resumé, and three professional references. The cover letter of no more than 1 page should address how this opportunity intersects with the candidate's professional background, goals, and what about this opportunity is of greatest interest to them personally. Application materials should have the applicant's name included as part of each file name and must be submitted by email to jobs@okcrep.org.

We request all applications to be submitted by August 10th.

OKC Rep is committed to creating and sustaining an inclusive and equitable environment and is proud to be an equal opportunity employer. Candidates who identify as BIPOC, queer, trans, non-binary, candidates with disabilities, or candidates who are parents, veterans, and/or immigrants are encouraged to apply.