

Summer Independent Internship Description

Internship Title: Production Manager

Supervisor: KIDSTAGE Production Manager

Position Overview:

The Production Manager oversees the entire production, from hiring of the production team to striking the show. They collect and gather important paperwork, run production meetings, coordinate parent and student volunteers, organize and distribute marketing materials, and assist with flow of communication between production team members.

The Production Manager is expected to be on-site during many but not all rehearsals, all production meetings, auditions and casting, all tech and dress rehearsals. Remote work during the rehearsal process is necessary and acceptable from time to time.

Principal Duties and Responsibilities:

- Coordinate and execute the majority of the managerial aspects of the Summer Independent Production including, auditions casting, production meetings, and tech rehearsals
- Communicate with cast, students and families any pertinent information
- Coordinate and provide leadership of the creative team to fulfill the vision of the show
- Coordinates and assists in executing the recruitment and hiring of actors, crew members, dressers, orchestra members, and other show personnel as necessary
- Facilitate spending, acquire purchase orders and supervise budget
- Generate and collect paperwork from production team, cast members, crew and orchestra
 - Paperwork includes but is not limited to actor contracts, attendance contracts, order forms, and biographies and headshots for the production program
- Generate the production program
- Coordinate work exchange hours for cast with the production team and KIDSTAGE staff
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Help to provide solutions to unexpected dilemmas
- Assist the Stage Management team when requested in any capacity
- Coordinate tech rehearsals, including setting up all equipment and tech tables
- Takes notes for production meetings and tech rehearsals
- Track and oversee load-in/strike and various other tasks to meet the high standards of the KIDSTAGE production program
- Communicate and enforce KIDSTAGE Expectations of Behavior

Project Tasks Include:

- Creation of all scheduling, including rehearsal calendar, production calendar, and tech schedule
- Distribute agendas, take notes for, and lead all production meetings and technical notes sessions
- Collect materials for and create Production program
- Create lobby display in conjunction with the Dramaturg
- Create and distribute all KIDSTAGE documents to Summer Independent Program participants as requested by KIDSTAGE Staff, Village Theatre Staff, and production team members, with assistance of the Stage Manager and Assistant Stage Manager

- Management of and supervision of work hours for all Summer Independent Actors

Education and/or Equivalent Experience Preferred:

- Pursuit or intent to pursue an undergraduate degree in production management, stage management, theatre management, or related field
- Education or youth program work helpful
- Customer service and administrative background a plus

Other Skills, Ability and/or Knowledge:

- Strong proficiency in programs including but not limited to Excel, Word, PowerPoint, and Dropbox
- Excellent written and verbal communication skills.
- Ability to address conflict in a professional and compassionate manner
- Ability to prioritize tasks from a competitive task list
- Attention to details
- Ability to plan for short-term and long-term needs
- Ability to work well under pressure and represent the organization well
- Ability to work independently and to maintain a positive work atmosphere
- Calm and professional demeanor, sense of humor encouraged

Supervisory Responsibilities:

- Supervise and advise Production Assistants
- Supervise and advise all production departments and staff
- Supervise all production team members
- Supervise all actors
- Supervise all backstage and booth crew

Supervisor

Signature: _____

Date: _____

Intern

Signature: _____

Date: _____

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.