

Production Supervisor

Department: Production

Supervised By: Director of Production, Technical Director

Supervises: Production Assistant, Production Coordinator, Overhires

FLSA Status: Exempt

The mission of the **Wallis Annenberg Center for the Performing Arts** (aka "The Wallis") is to create, present, and celebrate unique performing arts events and educational programs that reflect the rich cultural diversity of our community.

DESCRIPTION

The Production Supervisor works directly with the Director of Production and assists in all stage and performance related operations including planning, scheduling, budgeting, purchasing, event management, and stage labor. This position reports directly to the Director of Production and Technical Director.

REQUIREMENTS

- A minimum of three (3) years' experience in theatrical production management required. Experience in other performance related areas strongly desired.
- Knowledge of stage related activities such as stage management, carpentry, rigging, electrics, sound, properties, costumes/wardrobe, stage design, touring, special effects, mechanization, drafting, structural engineering, and theater design is required.
- Ability to specify and secure outside services and materials to support Wallis productions as needed.
- Thorough familiarity with Excel and Word required.
- Ability to draft in Auto/CAD and/or Vectorworks highly desired.
- Ability to plan ahead and facilitate in problem solving.
- Strong communication skills with professional artists and renters.
- Able to supervise and direct crew activities.
- Able to show initiative and work efficiently in stressful situations.
- Strong organizational skills and work habits.
- College degree or equivalent experience is required.

KEY RESPONSIBILITIES

- Provide support to the Director of Production in all areas including but not limited to: production, staff and over hire labor scheduling, performance budgeting, planning and coordinating the use of all stages, and stage related equipment.
- Create and maintain production accounts, provide budget reports, and facilitate all technical crew payrolls, as well as general production expenses.
- Supervise Production Assistant as necessary for accounting data input, reports, petty cash and other related budgetary records.
- Assume performance supervision role for all Wallis events, and stage manage special events or rentals as necessary.
- Assist in the creation and oversight of all Wallis production policies.
- Serve as an important logistics link with renters and assist in determining services to be provided by Wallis, by taking a lead role in communications, meetings and walk-throughs.
- Assist in the supervision of stage labor in compliance with Wallis policies and procedures.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.