

**Actors Theatre of Louisville**  
**ASSISTANT PRODUCTION MANAGER**  
**Posted: May, 2019**

**Position:** Assistant Production Manager  
**Reports To:** Production Manager  
**Department:** Production  
**FLSA:** Exempt

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Assistant Production Manager.

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

**Summary of Position:**

The Assistant Production Manager supports the Production Manager in the day-to-day operations of the Production Department, establishes a safe and healthy work environment throughout all technical departments, and assists with the creation of production schedules and budgets.

The essential functions include, but are not limited to the following:

**Essential Functions:**

- Assists with the day-to-day operations of the Production Department.
- Function independently on projects as assigned by Production Manager.

- Partner with Production Manager, Designers, Directors, and staff to bring ambitious, complex designs to fruition.
- Attend technical rehearsals to assist in production coordination.
- Draft designer contracts and manage designer availability inquiries.
- Track contract negotiations and help ensure an organized and speedy contracting process.
- Maintain and track designer and assistant designer payments and reimbursements.
- Manage designer travel and residency in conjunction with the Company Manager.
- Schedules, and coordinates production and design meetings and assists in promoting healthy communication in the process.
- Manage the designer contact database for all guest and resident designers with assistance from the Production Management Apprentice.
- Collaborate with the Production Manager, department managers, and Finance department on developing production budgets.
- Monitor production budgets and expense tracking.
- Monitor and authorize production department purchase orders.
- Assist in the timely reporting of production expenses.
- Manage the contract database for preparation of staff call to work letters.
- Observe, update, and revise current safety practices with Production Manager and Department Managers.
- Help advise departments of production policies, procedures and requirements.
- Serve as the primary Production contact for the Marketing Department on all proofing for copy.
- Support Actors Theatre accessibility related programs, initiatives and concerns, including coordination of production resources for accessible performances.
- Assist the Production Manager on developing the season calendar.
- Coordinate production support for the use of shops, equipment and theatre spaces for rentals and loans in conjunction with the Events Manager.
- Assist the Production Manager and General Manager on tracking capital needs and improvements for production areas/departments.
- Serve as a representative of the Production staff at various meetings as necessary/appropriate.
- Review scripts for possible and planned production.
- Supervise and mentor the Production Management Apprentice.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

**Knowledge, Skills and Abilities:**

- Broad knowledge of theatrical production, design and build processes.
- Working knowledge of essential accounting practices including budget creation, reporting and reconciliation.
- A strong working knowledge of theatrical production and theatrical safety procedures and practices.
- Excellent communication and collaboration skills.
- Strong critical thinking and problem solving skills.
- Ability to interpret design drawings.
- Ability to effectively handle Production Management of technical rehearsals.
- Ability to manage multiple projects simultaneously.
- Skill in collaborative approach to goal achievement.

**Minimum Qualifications:**

- One (1) year managerial experience preferably in a theatre environment (could include an apprenticeship or internship).
- Strong database and computer skills: proficiency in Microsoft Office Suite.
- Must be able to work a flexible schedule that will include mornings and evenings.
- Strong attention to detail and proactive monitoring of processes.

**Preferred Qualifications:**

- Bachelor's degree in theatre or related field.
- Experience in theatrical production and management.
- Experience working in a union employment environment and familiarity with IATSE, USA and AEA agreements is preferred.

**Compensation:**

Compensation will be \$800/week, paid in bi-weekly installments. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

**To Apply:**

Applicants for this position should email resume, cover letter, and three (3) professional references to:

Paul Werner, Production Manager  
[PWerner@actorstheatre.org](mailto:PWerner@actorstheatre.org)

cc: Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*