

## Associate Production Manager

### Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

### Position Summary

The Associate Production Manager reports to the Director of Production and works closely with the Production Manager. This position is responsible for assisting with the implementation and coordination of special engagements, theater productions, concerts, and other events including extra-departmental and imported productions; provides technical and audio/visual support for all departments within the organization; and assists the Director of Production and Production Manager with supervision of the Production Department.

### Responsibilities

#### Special engagement coordination and management:

- Assists in coordinating event details regarding, but not limited to: health, safety, location availability, lighting & audio equipment, labor and/or contractors, and potential permit requirements
- Ensures compliance with established policies for safety, security, cleanliness, and general operation procedures
- Serves as representative of Arvada Center to visiting artists, and all staff
- Supervises and monitors operational and technical services during events, acting as Stage Manager, when necessary
- Assists in conducting and coordinating pre-event meetings to identify and develop plans to meet needs of artists and production department, and distributes planning information to appropriate personnel in a timely manner
- Ensures instrument load-in and stage set-up meet artists' expectations
- Serves as facility representative during events by ensuring all aspects of event plans are implemented; and responding to and resolving issues as needed
- Develops and maintains a positive and professional atmosphere by ensuring affirmative working relationships through open communication with concert artists and staff
- Other reasonable duties as assigned

#### Theatrical production coordination support:

- Assists in facilitating all facets of a production and all production team members, including maintaining crew schedule and production calendars.
- Assists in the planning and implementation of physical production, including all elements of: scenic, props, costumes, lighting, sound; as well as stage management, interns, and crew for in-house and/or offsite touring productions
- Supervises and assists with installation and proper use of all technical elements of productions such as sound, lighting, scenic elements

- Assists Director of Production and Production Manager on assigned productions, including attending production meetings, technical rehearsals, and distributing and resolving notes as needed
- Other reasonable duties as assigned

### **Skills and Competencies**

- Required: 2-3 years or more of relevant experience in a performing arts center or equivalent venue; or 1 year of experience in the field with a Bachelor's Degree in Technical Theatre or related area. Graduate degree in production a plus
- Education and/or experience in any/all of the following: lighting design, audio production, costume design, and arts presentation. Experience or interest in projection preferred
- Understanding of lighting and sound equipment, and ability to operate common and some specialty theatrical equipment and tools
- Strong proficiency in safety standards and ability to train others in best practices a must
- Excellent leadership and communication skills required

### **Compensation**

This is a full-time, nonexempt position earning an annualized salary range of **\$52,500-\$56,500** in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

**Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.**

### **Application Instructions**

Send an email with your resume and cover letter as PDF to [jobs@arvadacenter.org](mailto:jobs@arvadacenter.org) with the job title in the subject line.

Applications will be accepted until August 25, 2024