



Charlotte Ballet
Artistic Operations

Job Description – Production Manager

Charlotte Ballet is seeking a **Production Manager** to help fulfill the organization’s mission of providing artistically excellent programming to diverse audiences of Charlotte, the Southeast region, and while on tour across the nation. This role will supervise daily technical operations as well as production aspects of all professional, Academy, and educational productions. The successful candidate will possess knowledge of all aspects of technical theater, and how these elements work seamlessly within a total theater experience. The Production Manager will also maintain the production department budget in collaboration with the Director of Artistic Operations.

Due to current pandemic circumstances and acknowledging the highest care for our employees, Charlotte Ballet is requiring any successful candidates to be fully vaccinated. Candidates are required to submit proof of vaccination upon hire.

The Production Manager will report to the Director of Artistic Operations with direct oversight from the Artistic & Executive Director.

Job Description

Responsibilities:

- Lead, coordinate and supervise the production department of Charlotte Ballet, including wardrobe/costume department, stage management, technical director, lighting director and master electrician and all over hires to execute the design and vision of designers and choreographers of Charlotte Ballet.
- Coordinate and supervise all aspects of production both in Charlotte and on tour, including but not limited to: managing and meeting with staff to coordinate and produce all technical elements of a production, coordinating with front of house, other duties as required to ensure a successful production from load-in to load-out and act as the primary contact for venue management and labor.
- In collaboration with Artistic Leadership, create and manage all production and staffing schedules in adherence to the Charlotte Ballet Production Guidelines.
- Lead cross-departmental production meetings and communicate and delegate tasks as required.
- Manage and create annual production budgets and report monthly progress to the Director of Artistic Operations and Finance Director. Create and adjust production schedules in alignment with budgets along with the coordination of rental and return of all required technical equipment.
- Act as the primary contact and resource for all transportation vendors, sound engineers and video projectionists and over hires when needed and required.
- Book and manage all transportation needs as it relates to the needs of the production. Drive trucks and rented vehicles as needed while in Charlotte and on tour.
- Advance all aspects of production both in Charlotte and on tour.
- Support production aspects of all Educational, Academy, and rentals performances as required.
- Support the production team in the construction and execution of all costumes, props, sets, video, audio and lighting for productions with the Charlotte Ballet and external vendors.
- Support Artistic Directors (first and second company), choreographers, designers, dancers and musicians, as needed.
- Collaborate cross-departmentally regarding infrastructure needs and communicate with department leadership support all staff with preparation and execution of special events in the Center for Dance.
-

Responsibilities continued:

- Assist the Charlotte Ballet Director of Facilities as needed and where possible to ensure the Center for Dance's black box theater is in proper working condition.
- Complete annual inventory of production equipment and oversee maintenance as required.
- Manage warehouse and track inventory.

Education, Qualifications, and Competencies:

- Associate's or B/A (preferred), with focus on technical theater.
- Minimum 5 years' professional experience in technical production or management, professional dance experience is highly desired and preferred.
- Demonstrates sound management skills, including the ability to anticipate and manage multiple projects simultaneously while meeting deadlines.
- Clear communicator. Presents information effectively and clearly.
- Strong interpersonal skills, with the ability to work independently and with varied personalities individually and in a team setting.
- Actively listens to concerns and problems, helps provide appropriate solutions. Follows up to ensure positive outcomes.
- Effectively manages time and resources.
- Demonstrates diplomacy and tact in all interactions.
- Builds rapport and develops effective, collaborative relationships.
- Faces difficult situations with tenacity and decorum.
- Communicates technical expectations and effectively delivers regular, specific, objective feedback to ensure excellent performances.
- Experience with ETC ION lighting console, QLab, Garageband, Audacity, iMovie, Final Cut Pro, and Apple computers.
- Proficiency in Vectorworks
- Must have valid driver's license
- Ability to drive a 26' truck, 16' Cargo Van
- CD/DVD players, A/V, Advanced Computer Skills (Microsoft Office Suite – Word and Excel, Outlook / Outlook 365)

FLSA Status/Classification:

The Production Manager will be considered full-time and exempt in status.

Compensation and Benefits:

- Starting salary \$70,000 annual, negotiable with qualified candidate
- Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.