

SEATTLE OPERA.

ASSISTANT PRODUCTION MANAGER

Seattle Opera is accepting applications for the position of Assistant Production Manager. This full-time, exempt position reports to the Technical Director and Assistant Production Director.

SUMMARY

Coordinates all technical aspects of the staging process to a level of stage preparedness, keeping the Technical Director informed in all areas. Works within technical department budgets. Monitors and supervises the load-ins, performances strike backs and restores. Organizes for file all information needed for re-mounting of production. Work encompasses expense and revenue budget management, payroll oversight for all sub departments. Executes all assignments in a timely manner to ensure that critical deadlines are met, and that planning and producing of each production proceeds in a consistent and orderly manner. The position requires implementation of tasks affecting Stage Crews, Technical Staff, Production Staff, Warehousing, Shipping and Receiving, Trucking and Transportation as well as the performing artists and guest artistic staff. Support of Technical Director includes drafting of ground plans, sections, and elevations, developing schedules, hang charts, and all additional necessary information, equipment procurement, plus development, distribution and tracking of information requiring interaction with staff in all producing departments, as well as contracted design staff and staff of other opera companies.

PRINCIPAL ACCOUNTABILITIES

- Provides support to guest Directors, Designers and Technical Director which includes correspondence, drawings, inventories, updates, mailings, etc.
- Develop, to Technical Directors specifications, all necessary documents used in mounting of productions.
- Cad drafting.
- Responsible for assigned technical equipment procurement.
- Coordinate Opera schedules with the other Opera House user groups.
- Assist the Lighting Designer as requested.
- Serves as a supervisor during load ins and out, technical rehearsals and all performances.
- Writes Purchase Orders for stage equipment purchases and supplies. Proofs P.O.'s and route for approvals. Provides information and answer questions on P.O.'s for Technical Director.
- Generates the expense budget of each show and reconciles the expenses with the ESR prior to receipt of the final statement.

- Generates the payroll process for all sub departments.
- Works closely with the Controller & Finance Department to ensure systems are mutually functional and compliant with approved policies and procedures.
- Keeps organized the assigned files of information relating to technical department projects, or production being produced to serve as a resource for the Technical Group and related departments. This includes all existing schedules, calendars, notes and drawings relating to technical department projects, all contact sheets, lists, etc.
- Supervises stage crews.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Technical theatre preferred or equivalent work experience.
- Excellent communication skills, both written and verbal.
- Proven computer skills on Macintosh and IBM-compatible applications systems. Must have working knowledge of Microsoft Office Suite, Adobe Photoshop and video media servers. Proven drafting skills, VectorWorks and Auto-Cad preferred.
- Detail-oriented. Excellent phone skills. Excellent personal skills.
- *Special Requirements:*
Must be able to work evenings and weekends as required for Technical Department projects.
Access to transportation.

COMPENSATION

Salary DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance paid vacation, sick and holiday leave.

CONTACT

Qualified candidates are invited to submit a cover letter and resume by email to jobs@seattleopera.org with "Assistant Production Manager" in the subject line.