



J O B D E S C R I P T I O N

POSITION: PRODUCTION MANAGER
REPORTS TO: Artistic Director & Managing Director
DEPARTMENT: Executive Staff – Production
COMPENSATION: \$90,000-118,000 Annually
STATUS: Full-time, Exempt

ABOUT THE POSITION

South Coast Repertory (SCR) is seeking a Production Manager to supervise all areas of production including long-range and season planning and scheduling, budgeting, allocating resources, contracting employees and designers, monitoring progress of all production elements while maintaining high standards for all productions. This role is the supervisor of nine direct reports, including the Assistant Production Manager, Production Coordinator, Technical Director, Scenic Charge Artist, Costume Supervisor, Props Supervisor, Wig, Hair, & Makeup Supervisor, Lighting Supervisor, and Sound & Video Supervisor, as well as the seasonal Stage Management teams.

Under the overall supervision of the Production Manager, the Production department supports the technical and physical elements of all SCR productions including: four Segerstrom Stage, three Argyros Stage (including one Theatre for Young Audiences production), one Nicholas Studio, Outside SCR (as programmed), Conservatory productions, and fundraising and promotional events. On individual productions, where significant issues or artistic concerns arise, the Production Manager reports directly to the Artistic Director.

The Production Manager supports SCR's mission, strategic goals, Equity, Diversity, Inclusion, and Belonging core values through their commitment to building strong relationships with regularly changing production teams, driving ambitious design execution work across all stages with fiscal responsibility, and championing SCR's artistic endeavors within the community.

ABOUT THE ROLE

Production Management and Professional Relations

- Create season performance schedules for multiple stages in conjunction with other departments and all other relevant stakeholders, and establish, communicate, and manage that production schedule, including coordinating rehearsals, strikes, and other related events.
- Analyze the annual production calendar for better system options creating, building, and establishing new policies and procedures on how shows are produced including the implementation of new administrative resources, system programs, and strategies.
- Ensure, when contracted, that creative teams receive all relevant production information with clarity and in a timely manner, including all design due dates, allocated resources, and production schedules responding promptly to inquiries, as well as providing regular communications to all artist partners.
- Coordinate and negotiate with guest directors on their individual production needs, assisting guest artists and designers in navigating any challenges and ensuring that all guest designers' and directors' desires are heard while firmly staying within established budget parameters.
- Empower department heads to respond to the needs and challenges of their staffs and guest artists. Hold the department heads accountable for clear lines of communication and to incorporate various strategies to achieve the highest professional standards.

General Management, Administration and Operations

- Serve on the senior management team as a creative partner, functioning as a conduit between senior management and the production staff so all parties have the most up-to-date and correct information including occasional attendance and presentations at board meetings as requested.
- Create, develop, maintain, and track a variety of complex budgets as well as contribute to the season overall planning process regarding the oversight of all production-related expenditures.

- Collaborate with all departments to further diversify SCR's community of artists, designers, talent pool, over hires, and apprentice opportunities reflective of community demographics with regard to racial, generational and gender diversity.
- Coordinate with other department heads on the management, planning and staffing of additional season, marketing and development events as needed. (i.e. Annual Gala, President's Circle Lunch, Young Conservatory and education events, etc.).
- Monitor advancements in technology including newly developed software and hardware resources as well as, in partnership with the General Manager, Operations Manager and department heads, guide maintenance and multi-year facility upgrades of aging systems and equipment with an emphasis on safety.

Staff Leadership and Supervision

- Foster a work environment with a focus on two-way communication between administration and production centering on South Coast Repertory's core values of Literature, Stewardship, Community, Collaboration and Diversity.
- Schedule and convene regular design and production meetings amongst directors, designers, and production department heads facilitating timely communication and information exchange, in collaboration between various stakeholders.
- Manage and support staff members by monitoring their productivity while also providing constructive feedback and reinforcing accountability to encourage proactive approaches, ensuring adherence to legal and organizational policies, as well as implementing SCR's Injury and Illness Prevention Program.
- Strengthen SCR resources by identifying, hiring, training, and retaining qualified staff and stage management teams, leading Production department heads in setting clear professional expectations and encouraging strategies for work life balance while also proactively addressing challenges in pay equity, workload, extended hours, and staff coverage.

Team Communication, Company Culture, and Community Collaborations

- Innovate to assist the company to grow in all regards, guiding department heads out of static methodologies and traditional comfort zones, being open to both new internal and external perspectives that encourage a pathway for growth and creative solutions to the work.
- Foster team building and facilitate collaboration in which staff members are true partners in advocacy for each other, accountable for the work, and where challenges are viewed as opportunities to achieve and excel.
- Further unity across all departments aligning with the organization's greater mission, while proactively working against 'silos', empowering Production to build a safe creative space free from 'racism' or 'caste' behaviors, where people are free to do their best work.
- Maintain pipelines of educational partnerships with local colleges and universities and other external partners such as local theatres, theme parks, and the broader art community, to find support staff and technical talent reflective of the Orange County community.

ABOUT THE PERSON

Qualities and skills that best serve a Production Manager may be:

- Bachelor's degree or higher in Theatre or related field
- A minimum of four (4) years of experience as an Associate Production Manager and/or Production Department Supervisor is desired
- Working knowledge of all aspects of technical production in a LORT environment, including experience working under union agreements (AEA, USA, SDC)
- Strong working knowledge of the regional theatre designer pool
- Excellent interpersonal, managerial, and budgetary skills
- Occasional night and weekend availability as needed
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture.

SCR CULTURE AFFIRMATIONS

The Production Manager serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.

WORKING CONDITION

Regular tasks of this position may include:

- Sitting for 5-6 hours at a time
- Standing for 2-3 hours at a time
- Lifting 20-30lbs alone or with assistance
- Kneeling, reaching, bending

COMPENSATION

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

TO APPLY

To be considered, please submit a cover letter, resume, and three references to jobs@scr.org.

ABOUT THE COMPANY

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career, and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards, and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage, and the 94-seat Nicholas Studio.

SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.