



# Job Description

**Job Title:** Production Manager Cannon Center for the Performing Arts

**Reports To:** Director of Cannon Center for the Performing Arts

**Department:** Cannon Center for the Performing Arts

**FLSA Status:** Full-Time Salaried; Exempt

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**Position Summary:** The Production Manager will manage and coordinate all production needs including audio, staging, lighting, fly rail system, video, props, stage personnel, power, and logistics to ensure that events meet or exceed the standards of quality upheld by the Cannon Center for the Performing Arts.

## **Duties and Responsibilities**

- Operates, maintains, and safeguards the technical and production assets of the theatre, including using and supervising the use of lighting, sound, communications equipment, and fly rail system.
- Determines the necessary production support for lighting, sound, staging, fly rail and special needs, necessary for events and performances presented at the theatre in advance of production dates.
- Meets with clients to discuss all production and staging needs.
- Assists clients on the technical specifications, costs and usage of theatre equipment and rented equipment required for events.
- Manages the backstage and onstage areas during a performance.
- Responsible for all load-in and strikes for productions.
- Assists in recruiting, training and assignment of production staff for individual shows.
- Monitors the condition of equipment and makes recommendations for the repair and replacement.
- Performs preventive and routine maintenance on equipment.
- Assists with the preparation and control of production budgets; maintains inventory and orders specialized supplies.
- Attends scheduled rehearsals, production meetings and client site visits.
- Makes recommendations regarding capital purchases of production related equipment.
- Prepare and present quotations to customers.
- Work a flexible schedule including early mornings, evenings, late nights, weekends, holidays and extended consecutive days.

## **Supervisory Responsibilities:**

Directly supervises lighting, sound, and stage crews that may be used for events. Carries out supervisory responsibilities in accordance with MMG's policies and applicable laws.

## **Qualifications:**

- **Experience:**
  - Working knowledge of theatrical lighting and equipment (Road Hog system).
  - Working knowledge of stage rigging and fly rail systems (ETCP Rigging Certified preferred).
  - Working knowledge of audio and sound reinforcement and Yamaha boards.
  - Working knowledge of stage management.
  - Working knowledge of set design.
  - Working knowledge and clear understanding of professional standards of stage safety.
  - General knowledge of theatre operations.



- Two (2) years stage management or production management experience.
- **Skills:**
  - Excellent organizational, planning, and interpersonal skills.
  - Good Written and verbal skills.
  - Dedicated team player with a commitment to the highest level of customer service.
  - Ability to prioritize multiple projects.
  - Demonstrate problem-solving and communication skills.
  - Professional presentation, appearance and work ethic.
  - Computer skills for Event Management software, Vectorworks, Excel and Word skills desired.
- **Licenses or Certificates:**
  - Possession of, or ability to obtain a current CPR certificate.
  - Possession of, or ability to obtain a Tennessee Driver's License.
  - Possession of, or ability to obtain an Entertainment Technician Certification Program Certificate (ETCP).

**Environmental Conditions and Physical Demands:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.

- Must be able to lift, push or pull objects up to 100 pounds using appropriate tools.
- Noise levels in the work environment can be quite high during certain times.
- The employee is often required to sit, stand, for extended periods.
- The employee is required to stand, walk, reach, climb, balance, stoop, crouch, kneel or crawl as necessary.
- Vision abilities required by this job include close and low light vision.

*MMG is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.*

**To apply please email resume to:**

**[info@thecannoncenter.com](mailto:info@thecannoncenter.com)**