

Position Description

Production Manager (Full Time)

Arrow Street Arts (ASA) seeks an experienced, entrepreneurial, and kind performing arts professional with an extensive background in technical theater and venue management to serve as its inaugural **Production Manager** (PM). This position is for a professional at the apex of a career in technical theater and management, typically requiring more than 15 years of dedicated work in the field to be qualified. Our Production Manager must have the skills of a master manager of both internal and external technical resources in support of productions of all scales of artists from solo performers to mass dance groups, from traditional lights/audio production to state-of-the-art immersive experiences with sprawling special effects. Lastly, the Production Manager is responsible for the thoughtful integration of a vast array of schedules, timelines, and competing demands for time in each of the production venues.

Given ASA's commitment to implementing leading-edge technologies, we are committed to providing the continuing professional development training and support necessary to ensure the PM's success in the role.

This is an opportunity to play a leading role in the start-up phase of this newly launched non-profit, working collaboratively among a full-time team of six.

Arrow Street Arts, a newly launched nonprofit, was formed to renovate, expand, and operate the multi-space performing arts venue at 2 Arrow Street (at Mass Ave) in Harvard Square, Cambridge. There are two primary performance spaces supported by a lobby, all-gender restrooms, accessible dressing rooms, and a green room. Last year, ASA began renovations to the existing venue, formerly known as Oberon, to create an updated 4,500 SF black box theater. Recently, ASA expanded the venue by adding a new 1,100 SF performing arts, events, and dance studio space equipped with a Harlequin floor. All venues are being outfitted with leading-edge systems (see [audio, lighting, projection, and other theatrical systems](#)). The venues will begin regular operations in Spring 2024.

Position Overview

The Production Manager will oversee and coordinate all aspects of physical production services from the initial walk-through to the final performance and load out. The Production Manager will supervise and manage the Chief Lighting Officer and Chief Audio Engineer Sound and any staff reporting to them. The PM will be expected to coordinate, supervise, and be available as a hands-on presence for the installation, maintenance, and inventory of technical equipment. Outstanding communication skills are a must. Working with the lighting and audio professionals, the PM will establish technical schedules/deadlines, determine overhire needs and facilitate communication with creative staff to respective departments for each production.

The Production Manager will manage department budgets and will also be responsible for implementing new equipment and arranging training for staff. This position will work closely with a wide variety of artists and performers and will need to understand the various requirements for dance, musical theater, concerts, opera, cinema, and more. This person will need to be a compelling leader who can prioritize schedules and work calmly under pressure.

Overall Responsibilities

- All responsibilities include the management and supervision of internal and external technical staff including all lighting and audio professionals.
- Managing all technical aspects for licensee/renter's active use of space and equipment including planning, design reviews, construction management (both off and on-site), load-in management, production operations, load-out, and final financial adjustments for any problems or damage to assets.
- Setting and enforcing safe-use guidelines for equipment including safety plans, protocols, and training for all users (ASA employees, over-hires, licensee personnel)
- Overseeing the life-cycle management of gear from planning/budgeting to acquisition, installation/configuration, maintenance, and ultimate recycling.
- On a secondary basis, as needed, operating and maintaining all systems and equipment such as audio, projection, rigging, and other theatrical systems.
- Forecasting/budgeting labor for show-specific production needs (in close collaboration with venue rental staff)
- Managing special projects and quotes/procurement for tech capital improvements and one-off rentals
- Serve as one of off-hours emergency contact

As the most senior technical manager, the Production Manager has ultimate responsibility for the following areas

- Hiring, recruiting, and training technical staff (overhires)
- Scheduling and leading meetings and regular check-ins with different departments (both ASA and outside organizations)
- Scheduling technical staff for events or performances as needed
- Setting project deadlines that follow the production schedules
- Acting as the last line of defense for technical problems within the venue
- Understanding of and adherence to safe work practices in a theatrical environment and supervising others to ensure safety compliance

Minimum Requirements + Qualifications

- 15 years+ of professional work in live event management in the performing arts
- Significant experience in theatrical production including experience at the technical director level
- Significant experience managing staff including management in rental environments with visiting productions
- Must have an entrepreneurial mindset and be comfortable in start-up environments
- Significant experience acting as a primary liaison for licensee/renter's active use of space and equipment during load-in, production, and load-out
- Experience setting and enforcing safe-use guidelines for equipment including safety plans, protocols, and training for all users (ASA employees, over-hires, licensee personnel)
- Must be able to deal with high-energy situations while remaining calm under pressure
- Ability to handle multiple schedules and show requirements simultaneously
- Computer literacy and effective written and verbal communication skills
- Experience operating scissor-lifts/forklifts; comfort working at heights (to 27') and various stage elevations; ability to lift more than 50 lbs.; and, with proper PPE, tolerance for working in environments with significant noise, dust, heat, fumes, etc.
- Good judgment and experience managing teams, working with diverse constituents, and managing the expectations of multiple stakeholders
- Genuine interest in training and mentoring tech staff
- This managerial position will require work beyond a traditional 40-hour week, including some nights and weekends, as required by the venue's performance and event calendar, and some "On Call" duties. As a start-up wanting the best talent, needing extra effort to launch and succeed, and understanding that work-life balance matters, we will discuss related accommodations during the hiring process.
- This position requires working onsite at 2 Arrow Street, Cambridge, and may occasionally require work off-site (special events)

Timing of Hiring

This full-time, benefits-eligible position is available immediately and we expect to fill the position no later than Fall 2024.

Compensation

Salary: \$110K-\$125K, plus benefits

Expectations

Arrow Street Arts expects the following of all employees, regardless of their job or level of experience:

- Be kind – by always demonstrating a positive and respectful attitude while contributing to a welcoming atmosphere where anyone will feel comfortable being in the venue
- Be safe – by emphasizing safety in all aspects of work
- Be reliable – through regular and consistent attendance and punctuality
- Be proud – by following and upholding venue policies and procedures in representing ASA

EEO Statement

Arrow Street Arts values diversity in the workplace. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by law.

About Arrow Street Arts (ASA)

With the belief that art creates community and community creates belonging, Arrow Street Arts offers accessible, multi-arts spaces and production opportunities to artists and organizations who gather, engage, and connect their communities through the transformative powers of live, in-person performances.

Locally focused and artist-centric, Arrow Street Arts is committed to being a learning organization, exploring issues of affordability, access, equity, and sustainability as we work to increase the resources available to artists and community organizations. To further this aspirational mission, Arrow Street Arts has partnered with the Cambridge Community Foundation to provide artistic producers subsidized access to ASA's venues through a dedicated grant program strengthening the capacity of the local artist community.

Founded by David Altshuler with renovations planned by Charles Rose Architects, the 11,500 square-foot Arrow Street facility will be revitalized with extensive production enhancements to two flexible performance spaces and other upgrades that will enhance both the audience and artist experiences. Both multi-use spaces will support rehearsals, performances, and special events across a range of artistic genres, including theater, spoken word/readings, dance, music, and film

For more information about the organization, visit [Arrow Street Arts' Website](#)
View this and other current employment opportunities on our [Jobs page](#)