**Production Manager**

The Colonial Performing Arts Center seeks an experienced, technical theatre professional to safely, efficiently, and professionally manage and execute all back-of-house elements for our events.

The ideal candidate will have a general background in live sound reinforcement, theatrical lighting, rigging, and cable management, in theatre craft and industry best practices.

Reporting to the Director of Production, the Production Manager will be responsible for leading a team of stagehands in the successful execution of load-in and load-out for main stage performances. The individual will also be responsible for providing on-site production or technical oversight of our second venue, SHOWROOM.

Additional Responsibilities:

* Working with the Director of Production, ensure every show has the adequate number of skilled stagehands and assign posts/tasks as needed
* Coordinate with incoming tours and rental clients to understand day-of needs and expectations
* Serve as lead/sole technical staff member for events at SHOWROOM when the needs of the production allow
* Maintain a safe working environment and establish and enforce life/safety protocols
* Ensure both theatres are clean and organized prior to load-on
* Ensure both theatres are clean, organized, and secured post-show

The Production Manager is a part-time position, estimated at 15-25 hours per week as the show schedule demands. (seasonal)

Up to $25/hr. depending on experience.