



# Job Description: Associate Production Manager

**Employer:** City Springs Theatre Company

**Reports To:** Production Manager

**Type:** Full-Time

## **Position Description:**

The Associate Production Manager supports the Production Manager by coordinating logistics across all production activities at CSTC. This role manages transportation, shipping, and inventory; maintains schedules and documentation; and supervises production assistants, drivers, and event setups. The Associate Production Manager ensures efficient communication across departments and helps oversee day-to-day operations at CSTC facilities, while also serving as the production lead on select events. This position requires excellent organizational and communication skills, a strong background in production, and the ability to thrive in a fast-paced environment.

## **Primary Responsibilities:**

- Coordinate logistics for production department, including but not limited to:
  - Trucking
    - Collaborating with all departments to determine needs.
    - Securing trucks, trailers, vans, and other necessary vehicles.
    - Scheduling drivers for all vehicles
  - Shipping
    - Maintaining shipping and delivery schedules for production materials & equipment
    - Scheduling freight, shipping, and courier services as needed.
  - Documentation
    - Create and maintain dock schedules for shop and production sites.
    - Create and maintain trucking schedules for each production
    - Generate packing lists and create truck pack drawings
- Coordinate and maintain the organization of CSTC-owned equipment and materials, maintaining accurate inventory records and expendable materials stock levels at the shop, storage facility, and studios.
- Maintain detailed records of trailers used for storage
- In Coordination with Production Manager, oversee implementation of CSTC policies for production staff
- Supervise the setup and execution of all internal and rental events in the CSTC Rehearsal Studio.
- Schedule and supervise production assistants and runners for productions.
- Ensure timesheets for all PAs, runners, and drivers are accurate and submitted on time to production management.
- Assist in maintaining the season production calendar(s) with rehearsals, performances, and all related tech dates
- Attend Production Meetings, Staff Meetings, Other Meetings, and Rehearsal Hall Load-Out as needed
- Provide Support for special events and company projects, taking the lead when necessary
- Serve as the designated production manager for the Conservatory Showcase
- Drive CSTC vehicles and box trucks
- In collaboration with other production department members, provide supervision at the shop and production site as needed.

## **Job Requirements:**

- Minimum of 3-5 years working knowledge of all technical aspects of theatrical production;
- Experience working in production administration with demonstrated ability to manage complex schedules across multiple departments with competing priorities and deadlines;
- Experience working with theatrical labor unions, familiarity with rules and processes;
- Familiarity with CAD software, including Vectorworks;
- Proficiency in Google Workspace software and with MacOS;
- Working knowledge of database software, including FileMaker;
- Committed to the mission, vision, and values of City Springs Theatre Company;
- While detail-oriented, can also focus on large concepts and strategic issues;
- Ability to serve as an initiative-taking facilitator, problem solver and analytical thinker;
- Ability to respond to changing circumstances quickly and with a positive attitude;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Valid driver's license. Must be able to and comfortable driving 26' box truck;
- Ability to work long, irregular hours that at times include nights, weekends and holidays. .