



# 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 overseeing financial, contractual, and logistical administration for CSTC's Production Department. This role manages budget tracking, department purchasing, production contracts, and inventory systems. In addition, the Associate Production Manager serves as the primary Production Manager for all Education Department productions and events, while acting as support/Associate PM for all mainstage CSTC productions. This position requires strong organizational and communication skills, attention to detail, and the ability to manage multiple projects simultaneously.

## **Primary Responsibilities:**

- Financial & Administrative Oversight
  - Budget Tracking for all productions and events, including:
    - Monitoring expenditures across all production areas.
    - Maintaining accurate GL coding, forecasting, and real-time budget updates.
    - Communicating overages, approvals, and budget status to the Production Manager.
  - Department Ordering, including:
    - Processing all production-related purchases in alignment with CSTC procurement policies.
    - Coordinating with production staff to ensure timely and accurate ordering of materials, rentals, and services.
    - Maintaining documentation for RTPs, POs, invoices, and credit card reconciliation.
  - Production Contracts, including:
    - Drafting and tracking contracts for over-hire crew, designers, coordinators, rentals, and production services.
    - Maintaining a centralized contract archive and ensuring all reporting requirements are met.
    - Coordinating with Administration for contract approvals and compliance.
- Education Department Management
  - Serve as the primary Production Manager for all Education productions, showcases, and performance events.
  - Manage design approvals, production timelines, vendor communication, contracts, scheduling, and budgeting for Education projects.
  - Act as liaison between Education staff, production staff, and external partners.
  - The CSTC Production Manager serves as the Associate PM for Education by default when projects require additional support.
- Inventory Management
  - Maintain all CSTC-owned inventory, including scenery, props, costumes, lighting, and expendables.
  - Track and document storage, organization, and usage of stock across CSTC facilities.
  - Maintain accurate digital inventory records and ensure regular updates following productions.
  - Oversee expendables levels and replenishment across all departments.

## **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.