



Production Manager

Description: Adirondack Theatre Festival, a professional, Equity, theatre company committed to new and contemporary works, is seeking a Production Manager for the 2019 summer season. Each summer ATF produces a nine-week season of theatre for an audience of more than 9,000 using professional artists from New York City and across the country. Our summer season includes four mainstage productions, a new play workshop, two cabarets, and a children's dinner theatre. ATF is the only professional summer theatre in the Capital District, Saratoga and Adirondack regions of upstate New York solely committed to producing new and contemporary works.

The Production Manager is responsible for overseeing all technical and production aspects of ATF's 4 Mainstage shows and 4 special events. This position is integral to the design and technical execution of all production elements, serving as the main liaison between guest designers and production staff. The position requires impeccable communication, budget management, troubleshooting skills, and the ability to foster a collaborative and innovative environment that supports the artistic vision of the organization. The Production Manager reports to the Producing Artistic Director and Managing Director and is responsible for supporting the artistic and financial goals of ATF.

Responsibilities include but are not limited to overseeing, scheduling, and facilitating all load-ins, strikes, and technical rehearsals. Overseeing the production schedule and ensuring all production and design deadlines are met. Manage and maintain production budgets, deadlines, and schedules. Secure overhire staff when needed. Schedule all necessary production meetings and assist in all departments wherever needed.

The Production Manager is part of a thirteen-person staff joined by thirteen interns. Work is done at the 294-seat Charles R. Wood Theater in Glens Falls, NY located in the Southern Adirondack/Lake George region of upstate New York.

Qualifications: The ideal candidate will have experience in a professional theatre company setting as a Production Manager or in multiple areas of technical theatre. The preferred candidate will be a team player with excellent organizational and time management skills and a strong

knowledge of lighting, sound, and scenic equipment. The ability to work collaboratively with diverse interns, staff, guest designers, and community members is also required.

Position is full-time from May 27 – August 14, 2019 with a salary of \$450/wk. Must be available prior to start date for occasional planning and production meetings via phone. Housing provided with a private room. Valid driver's license required. Applications will be accepted until the position is filled. Submit cover letter, resume and phone numbers/email addresses of three professional references to Chad Rabinovitz at chad@atfestival.org.