



Seasonal Production Manager - Adirondack Theatre Festival and Adirondack Film Festival

Adirondack Theatre Festival (ATF), a professional not-for-profit organization which produces a summer festival of new plays and musicals and a fall festival of films in upstate New York, seeks a Seasonal Production Manager for the 2023 season in Glens Falls, NY.

Responsibilities: The Production Manager is responsible for ensuring that all production-related logistics for the festivals occur on-time, on-budget, and safely. Responsibilities include (but are not limited to): ensuring effective and timely communication between creative teams, festival staff, and shops; working closely with festival leadership to trouble-shoot during planning and execution of the theatre festival and the film festival; scheduling and facilitating pre-production and production meetings and follow-up; creating and distributing schedules and other production-related files for creative teams; supervising all load-ins, technical rehearsals, strikes, and other production-related activity at the theatre; tracking production-related expenditures as needed; ensuring the timely return of all rented and/or borrowed production equipment; ensuring complete end-of-festival strikes; and supervising production interns as needed.

Qualifications: The ideal candidate will be a highly organized and detail-oriented team player with management experience in an AEA or university production department. Familiarity with Microsoft Outlook, Excel, Google Drive, Dropbox, and Zoom are required. Basic knowledge of theatrical lighting, sound, sets, props, and costumes is required. The ability to form positive working relationships with diverse artists, partner organizations, staff, Board members, festival patrons, and community members is essential. The ability to lift up to 25 pounds is required.

Term:

Theatre Festival

The Production Manager will work remotely for up to 20 hours/week from **April 10 - June 4** and will work full-time on-site in Glens Falls, NY from **June 5 - August 14, 2023**.

Film Festival

The Production Manager will work remotely for up to 20 hours/week from **September 5 - Sept. 22** and will work full-time on-site in Glens Falls, NY from **Sept. 25 - Oct. 16, 2023**.

Compensation:

April 10 - June 4 and Sept. 5 - 22: \$20/hour

June 5 - Aug. 14 and Sept. 25 - Oct. 16: \$800/week

Roundtrip transportation to Glens Falls, NY
Housing within walking distance to the venues.

Submissions: please send brief cover letter, resume, and phone numbers/email addresses of three professional references to Miriam Weisfeld, Producing Artistic Director: miriam@atfestival.org

ATF complies with the Covid safety requirements of the professional actor's union (AEA); all employees are currently required to show proof of vaccination and negative Covid 19 test before beginning work on-site. ATF's requirements will continue to be updated in response to updated union requirements.

At Adirondack Theatre Festival, we are actively working towards creating an inclusive, equitable, and anti-racist theatre making environment. We are striving towards building an extensively inclusive setting within our theatrical organization for artists, staff, and audiences from oppressed communities who are historically underrepresented in this field. This includes, but is not limited to, those who identify as Black or African American, Latinx or Hispanic, Asian or Pacific Islander, Indigenous, and all people of color, as well as women, LGBTQ+, people with disabilities, and immigrants. People from historically underrepresented communities are strongly encouraged to apply.