

## **Arden Theatre Company, Philadelphia, PA | [www.ardentheatre.org](http://www.ardentheatre.org)**

**Position Title:** Production Manager  
**Department:** Production  
**Classification:** Full-Time, Salaried Exempt, (40 hours/week)  
**Reports to:** Producing Artistic Director  
**Location:** On-Site

### **About the Arden**

Founded in 1988, Arden Theatre Company is a professional regional theatre that strives to offer the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season as well as Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year, to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and an important incubator for the creation of new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last full season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

### **Position Summary**

The Production Manager at The Arden Theatre will coordinate and oversee all production aspects of the Arden's Mainstage and Children's Theatre programming, including managing production staff, providing strong communication with design teams, coordinating all work across multiple production areas, and ensuring that Arden productions open on time and within budget (planning and managing production schedules and budgets). In addition, the Production Manager is responsible for the maintenance and upkeep of the Arden's three flexible performance spaces: the 365-seat F. Otto Stage; the 175-seat Arcadia Stage; and the 100-seat Bob and Selman Horan Studio Theatre; in addition to all production support spaces and inventories.

The Production Manager reports directly to the Producing Artistic Director. The Production Manager is a member of the Executive Management team and works closely with the Managing Director and all other department heads.

### **Responsibilities include:**

- Oversee and manage the execution of all production elements of the Arden's Mainstage and Children's Theatre season.
- Maintain the quality of the production work while ensuring efficient, professional, and safe operations and practices in all aspects of the production department's planning and practices.
- Build and lead the Production team, including the Technical Director, Scenic Charge Artist, Master Electrician, Audio Engineer, Costume Supervisor, Properties Master, Production Stage Managers and any production department staff including Arden Professional Apprentices and interns.
- Oversee performance objectives and goals, regularly review performance; and provide professional development and training opportunities to cultivate staff skills and expertise.
- Actively and positively interact with all the company's departments creating a collaborative environment within both the department and the company.
- Recruit, hire & contract all designers, in cooperation with show directors and in conjunction with the Producing Artistic Director.

- Coordinate and provide all necessary support to designers throughout the process, including facilitating communication between the members of the artistic team and the production staff.
- Distribute design guidelines, relevant Arden policies and show calendars to all creative teams and ensure all shared design documentation is updated in shared folders, both internally and externally.
- Cultivate and promote a safe working environment to ensure that the Arden's production department operates in accordance with current health and safety regulations and best theater practice and collaborate with the General Management and Front of House team on overseeing all performance safety protocols.
- Create and maintain production calendar and schedules and share pertinent information across the organization.
- Organize, design and schedule design and production department meetings.
- Working with the Managing Director and Producing Artistic Director, develop the Arden's annual production budget. Oversee and manage the department's budget, expenses, reconciliation, and reporting.
- Develop and maintain technical inventory for the Arden's three performance spaces and shops and work with the Facilities Committee on an as needed basis to provide recommendations and assistance with production inventory and capital needs.
- Oversee the execution of all technical elements associated with fundraisers, cabarets, and off-site events.
- Collaborate with the General Manager and Associate Artistic Director to ensure that the Arden is in compliance with collective bargaining agreements such as USA, SDC and AEA.
- Assist General Manager in upkeep of Arden's facilities.
- Foster and maintain local, regional, and national relationships with peers and vendors, including representing the Arden as a member of the Production Manager's Forum, a nationwide collective of Production Managers who work to share ideas, resources, and strategies.

## **Experience and Qualifications:**

Successful candidates will:

- Have substantial production experience with a strong working knowledge of theatrical production practices and procedures and demonstrable growth and success in the field. Must have at least five years of production management experience or experience in stage management, technical theatre or general management. Formal, informal and cross-disciplinary experiences will be considered.
- Be an exceptional leader and collaborator with an ability to engage with a wide range of people, including production staff members, visiting artists, apprentices and other Arden staff members.
- Have a broad-based knowledge of common production practices, including relevant techniques, materials, software, and technology. Be able to read and assimilate information from technical drawings and renderings in all design areas.
- Have budget management experience and the ability to create and monitor budgets and expenses.
- Have strong communication skills, with demonstrated success in motivating, directing, and managing staff and artistic collaborators, as well as experience in managing up; also have creative judgment, excellent problem-solving skills, and be detail-oriented.
- Have working knowledge of and willingness to promote current health and safety practices in the theater industry.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre which includes a variety of hours including evenings and weekends.
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast paced, dedicated management team—rolling up your sleeves must be a favored tactic.
- Express a passion for theatre and in the Philadelphia cultural community with a genuine interest in becoming a driver of the Arden's mission and vision.

**Compensation**

Compensation for this position is \$78,000- \$85,000

The position is full-time/exempt.

The company provides Medical and Disability Insurance, a Flexible Savings Plan, a Defined Contribution Plan, as well as paid vacation, personal, and holiday leave.

**Application Process:**

Applicants should submit cover letter, resume, and three professional references to:  
humanresources@ardentheatre.org

Applications should be received by October 23, 2023

***Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.***

***Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.***