

Technical & Production Manager

The Umbrella Arts Center

Hours: 30 hours per week annualized average

Reports to: Director of Performing Arts (DPA)

Vibrant regional arts center seeks a detail-oriented team player who thrives in a dynamic, fast-paced environment. The Technical & Production Manager (TPM) is an integral part of the Performing Arts team and will also liaise with other departments on cross-program collaborations and organization-wide events. They will oversee and execute the production calendars for our subscription series, support partnerships in film and concerts, and manage The Umbrella's two performing arts venues and inventory of lighting, sound, projection, and scenic equipment. The ideal candidate will have earned a skillset and be equally versed in both Technical Direction and Production Management.

The Umbrella Arts Center is located at 40 Stow Street in downtown Concord. Our mission is to enrich lives and build a vibrant and inclusive community through the arts. We inspire creativity, learning, and personal growth through education, performing and visual arts, cultural events, and community collaborations. Each year we engage, excite, and educate people of all ages – from toddlers to seniors – in the arts. Our performing arts and events draw thousands to our 344-seat main stage theater and 100-seat black box theater. We present several exhibitions per year including curated, juried, and non-juried exhibitions and works by local, regional, and national artists. And, our community of 50+ studio artists adds tremendous vitality and inspiration. For more information, please visit www.TheUmbrellaArts.org.

Job responsibilities include:

Production Management

- Build and execute production schedules from pre-production through tech, opening, and strike for our annual subscription series
- Coordinate and lead regular production meetings during pre-production, regular and tech rehearsals
- In coordination with the DPA, manage production budgets and ensure all proposed design plans meet the requirements of the budget.
- Ensure rehearsal teams receive the resources necessary to conduct all regular and tech rehearsals

Technical Direction

- Coordinate with scene shop(s) on the execution, installation, and strike of all scenic elements for our annual subscription series
- Manage overhire labor as needed for scenic, paints, lights, and sound design installation and strike.
- Ensure The Umbrella's equipment is properly used and maintained.
- Participate, as necessary, in the execution, installation, and strike of design elements.

- Maintain a safe and orderly work environment in the scene shop and on stage

Venue Management

- Ensure The Umbrella's equipment inventory is well-maintained and in good working condition, and properly stored.
- Coordinate all annual inspections for rigging, hardware, and other tools/systems
- Recommend equipment upgrades as needed
- Coordinate with other departments on cross-program collaborations taking place in or making use of performing arts venues and equipment.
- Coordinate with The Umbrella's Event Manager on any incoming rentals or community requests for space use.

Qualifications:

- A strong working knowledge of all aspects of theatrical production including scenery, lighting, video, and sound.
- Strong understanding of the principles of theatrical rigging
- The ability to manage multiple projects at once while remaining agile and adaptable to change
- Adeptness with AutoCAD and Vectorworks software
- A coolness under pressure and the ability to work well with a wide range of people and personalities
- The ability to maintain a safe working environment, and understanding of basic workplace safety policies and procedures
- A familiarity with the local performing arts scene and the resources that exist in the region.
- A commitment to the shared mission, vision and values of the organization, and the environment that it seeks to create for the people working both onstage and offstage.

Physical Demands

- Able to lift at least 50 pounds
- Able to perform physical activities such as, but not limited to lifting and bending, as well as climbing ladders
- Ability to work from heights (grids, catwalks, ladders, scaffolding, and lifts)
- Workdays could include long periods of time either sitting or standing

Compensation and Benefits

This is a 3/4 time position with a salary of \$40,000 per year with an expected annualized average of 30 hours per week.

Our annual subscription series runs from September through May, during which hours are expected to be higher than the average, while January and summer months are expected to be lower. The regular weekly schedule will then be managed by the TPM in coordination with the DPA to maintain the annualized average. There may be an opportunity to grow this role to full

time in the future. Additionally, the TPM may be able to independently contract with renters and other outside organizations on a freelance basis.

Part time employees at The Umbrella are entitled to all paid holidays, and pro-rated vacation, personal, and sick time.

To apply, please email a cover letter and resume (as a single PDF) to Melissa Greven, Data & Administration Manager, at melissa@theumbrellaarts.org with "Technical & Production Manager" in the subject line. Applications are accepted on a rolling basis with a priority deadline of July 7. The Umbrella is dedicated to building a diverse, equitable, inclusive, and accessible community. Applicants from underrepresented backgrounds are strongly encouraged to apply.