Technical & Production Manager

Umbrella Arts, a vibrant regional arts center, seeks a detail-oriented team player who thrives in a dynamic, fast-paced environment. The Technical & Production Manager (TPM) is a full-time, 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 Umbrella Arts' two performing arts venues and inventory of lighting, sound, projection, and scenic equipment. The ideal candidate will be familiar and knowledgeable with both Technical Direction and Production Management. The position reports to the Director of Performing Arts (DPA).

Responsibilities

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 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 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 Umbrella Arts' Event Manager on any incoming rentals or community requests for space use.
- Liaise with Umbrella Arts' Event Manager to support our concert series including headliner, emerging artist, and other events.

Required Skills

- 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.

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.

Application Process

Umbrella Arts is dedicated to building a more diverse, equitable, inclusive, and accessible community. Please see our DEIA statement. Applicants from underrepresented populations are strongly encouraged to apply. If you're excited about this role but don't meet every qualification, we encourage you to apply and share your story.

This is a full-time position with an annual salary in the range of $50,000 - $60,000, commensurate with experience. This position will require frequent evening and weekend hours.

Full-time employees at Umbrella Arts are entitled to a benefits package which includes health insurance, retirement savings, all paid holidays, and vacation, personal, and sick time.

To apply, please email a cover letter and resume (as a single PDF) to Brian Boruta, Director of Performing Arts, Brian@theUmbrellaArts.org and a cc to Employment@theUmbrellaArts.org. Please include the words “Technical & Production Manager” in the subject line of your message.

Applications are accepted on a rolling basis; applications received by **5:00 PM November 2, 2026** will be given first priority.

No phone calls, please.

About Umbrella Arts

Umbrella Arts is a one-of-a-kind arts center in the heart of Concord, MA. Established in 1983 and energized by a state-of-the-art renovation in 2020, it is home to a broad array of artistic programs and educational opportunities for all ages, including more than 50 resident artist studios; a community studio; a growing Artist-in-Residence program; year-round arts education opportunities for all ages, including a youth summer camp; a leading ceramics program; one of the region’s newest professional theater companies; film and music performance including a concert series that has recently featured Jon Batiste, Norah Jones, Darius Rucker, and Sheryl Crow; and gallery exhibitions by regional artists and beyond.

Umbrella Arts is about a two-block walk from the MBTA Fitchburg Line Concord stop and easily accessible from the Walden exit of Route 2 with ample free parking. Staff often enjoy visiting the historic downtown center, as well as nearby sites of cultural significance and natural beauty, such as Walden Pond. Staff are encouraged to participate in cultural activities year-round, with complimentary access to Umbrella Arts' headline concerts, professional Stage Company productions, gallery exhibitions, artist-centered annual events, and deep discounts on arts education classes ranging from dance to pottery to woodworking.