

Miller Theatre Advisory Board – Production Manager

Job Description

Miller Theatre Advisory Board/Miller Outdoor Theatre

Miller Theatre Advisory Board (MTAB) is a non-profit established by the City of Houston to oversee all programming at Miller Outdoor Theatre. Miller Outdoor Theatre is a city owned venue managed by Houston First Corporation, in Hermann Park. The mission of MTAB is to provide professional, high-caliber performances, free to the public, for the cultural enrichment of Houston's diverse communities, and visitors to the city.

Programming at Miller Outdoor includes performances produced by local arts non-profits and presented touring national and international shows from March to November. These shows span all performance genres, from dance to acrobatics to concerts, presented on a covered proscenium outdoor stage. Miller Outdoor Theatre is a unique venue and requires team members who are able to adapt to the quirks of this outdoor theater and who are passionate about collaborating with professional artists and community arts groups alike.

Summary

The Production Manager at Miller Theatre Advisory Board oversees and manages the production aspects in mounting presented performing arts programs and series. The Production Manager works closely with the Managing Director to schedule the season of performances, manage production capacity, track project budgets, manage staffing needs, and explore strategies to improve and make our producing operations more efficient.

The Production Manager is also the primary liaison between MTAB and the Production Heads-of-department staffed by Houston First Corporation. Together they work closely as both teams (MTAB and Houston First Corporation) work collaboratively to ensure the success of the presented season. The Production Manager is also the main point-of-contact for contracted touring acts, performers, and producing partners in coordinating rehearsals, sound checks, tech and performances.

This position works many evenings and weekends during the performance season, regular work hours during the off-season, and requires agility in moving between administrative, creative, and labor departments. Most of the performances at Miller Outdoor are produced by our Producing Partners and require support from the Production Manager in coordinating their performances, depending on their capacity and size of show, including being present on the evening of their performances. The Production Manager will rotate with other senior staff as "Manager on Duty" throughout the season and serve as the Resident Stage Manager for Miller Presents performances and rentals (15-18 a year).

Experience and/or knowledge of technical theatre, theatrical unions, artistic needs across genres and disciplines, understanding the quirks and nuances of outdoor venues, and managing interpersonal relationships, or any transferable experience is favored for this position.

Responsibilities

- Work closely with the Managing Director in projecting/managing production budgets, determining technical needs throughout the season, creating and enforcing production systems and policies, and setting the season calendar.
- Manage MTAB's Prepared production software, generating project specific calendars, forecasting expenses, including attachments, and other features, and recommending other practices/systems as needed.
- Lead production meetings, and communicate show needs, from technical requirements and permits to security and front-of-house, to Houston First and MTAB teams.
- Serve at the main point of contact with IATSE, backline vendors, livestream services, and any additional vendors/services pertaining to production, as well as coordinate administrative needs for those services.
- Serve as the venue stage manager onsite during Miller Presents shows, supporting producing organizations' teams as needed, including coordinating stage crew.
- Provide templates and assistance as needed for grantee groups to generate essential information for the running and calling of the show. (Number of performers, instrument lists, cue lists, run sheets, etc).
- Manage union work hours and coordinate their schedules and work with the HFC team.
- Administrative work, including distributing day-of payments, submitting rehearsal reports, maintaining records of expenses, invoices, and other documents pertaining to production, and attending staff and board meetings.
- Other duties as assigned by Managing Director.

Qualifications:

- A degree in technical theatre or similar work experience (Production Manager, Production Stage Manager, Touring Manager, etc); or other transferable experience.
- Experience working with and supervising union personnel. Specifically, IATSE.
- Experience in stage management and/or management/leadership preferred.
- Proficient in Microsoft 365, OneDrive, and other Microsoft systems.
- Experience with Production Management software such as Prepared, or ability to learn new software with ease.
- Ability and commitment to working with diverse communities and identities.
- Excellent project management and organization skills, with the ability to meet deadlines and strategically prioritize tasks.
- Effective conflict management and communication abilities.
- A passion for performing arts.

This position requires the ability to work a variable schedule, evenings, weekends, and holidays to meet operational needs. A moderate degree of physical ability is associated with this position, including, but not limited to walking, sitting for long periods, working in variable sensory environments (loud sounds, stage lights, strobe), lifting/pushing heavy equipment.

As per the City of Houston, Miller Theatre Advisory Board is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

Position Details

Full-time/Exempt, \$80,000 annually, + benefits (healthcare, 401k, PTO, sick days)

Reports to Managing Director

Supervises and coordinates production contracted workers including IATSE stage crew and livestream team.

Partners with HoustonFirst management and production heads.

Interested candidates should email a cover letter and resume to cdevasco@milleroutdoortheatre.com with PM Submission in the subject line. Although we are looking to hire as soon as possible, this position will remain open to submissions until the role is filled. If this job description is still posted on our website, the position remains open.