



## Production Manager

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Founded in 1976 by award-winning director Lou Bellamy, Penumbra is a nationally recognized organization housing Minnesota's only black professional theatre company. Penumbra has earned tremendous accolades, producing nearly 200 plays, over 30 premieres, and has cultivated generations of artists of color. Through our powerful art, we open hearts, rehearse strategies for change, and dispel dehumanizing narratives of people of color. Today, Penumbra is evolving into its next life cycle: a performing arts campus and center for racial healing that nurtures black artists, advances equity, and facilitates wellness for individuals and community.

Penumbra seeks an experienced manager to support artistic programming during a period of growth and opportunity for the organization. This is a full-time, salaried position reporting to the President, working closely with other staff, artists, and partner organizations. The Production Manager will create and drive clearly defined plans; be a thoughtful and strategic manager of artistic and production budgets; ensure clarity and transparency in communication; cultivate and maintain safe and positive working conditions; nurture growth and pride amongst artistic and production teams; ensure the highest production standards; and be eager to support the health and vitality of Penumbra.

Responsibilities include the following:

Create seasonal plans in partnership with the President

- Evaluate feasibility of artistic choices
- Create budgets; analyze assumptions and strategize cost savings
- Create shop and production schedules
- Locate and recruit artistic and production talent
- Manage local and out of state casting calls
- Work with production partners in a spirit of collaborative reciprocity

Realize the approved plans

- Hire and manage artistic and production staff
- Schedule, facilitate, and notate production meetings
- Negotiate contracts for artists and with unions
- Supervise and ensure timely design, build, load-in and strike for shops
- Support interdepartmental communications regarding productions
- Manage communications between artistic teams and Penumbra administration
- Ensure compliance of regulations and assure safety of casts and crews
- Supervise operations once in production



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- Manage artistic and production budgets
- Manage payroll for artistic and production staff
- Book travel, accommodations, and ground transport for out of town artists

#### Evaluate the plans

- Schedule post-mortem meetings for each production; identify positive outcomes and areas for improvement
- Reconcile budgets and expenses
- Apply learnings to future season plans
- Evaluate strategic plans as they relate to artistic and production
- Advise on needs for capital improvements

#### Ideal Qualifications

- Candidates will have a minimum of three years of experience as a Production Manager, Event Manager, Stage Manager, Tour Manager or other related position within arts and/or non-profit organizations.
- Candidates must be highly organized and possess excellent communication, financial tracking, and problem-solving skills.
- The ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude are all essential attributes.
- Experience with video production and virtual meeting software such as Zoom, WebEx, Microsoft Teams in addition to dexterity with Word, Excel, and online project management tools is essential.
- A broad understanding of theatre as well as social justice and racial equity work is preferred.

The Production Manager is a year-round, full time, exempt position. Penumbra Theatre Company is an Equal Opportunity Employer that values a diverse and inclusive environment. All applicants are welcome.

#### How to Apply

Please send your cover letter, resume, and three professional references. Include "Production Manager" in subject line and email to: [info@penumbratheatre.org](mailto:info@penumbratheatre.org)

Applications will be reviewed immediately and interviews will be conducted on a rolling basis until the position is filled. No phone calls, please.

#### Job Details

Salary Range: DOE [\$50,000.00-\$60,000.00]



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Benefits: Yes

Position Type: Full time

Job Category: Artistic/Production