



Production Manager

Position: Production Manager
Department: Production
Reports To: Executive Artistic Director
To Apply: [Click Here](#)

Status: Exempt
Full/Part Time: Full Time
Annual/Seasonal: Annual
Deadline to Apply: 1/15/22

Musical Theater Heritage (MTH) is an innovative and imaginative professional musical theater organization – dedicated to the appreciation and historical understanding of the American musical and its contributions to our culture. MTH entertains and educates current and future generations, with persistent focus on equity, diversity, and inclusion, for today’s performing talent and tomorrow’s developing artists. MTH operates as a fully professional Equity Theater welcoming nearly 50,000 people annually to Crown Center. MTH houses three theatrical stages, production facilities, studio space, and two public lobbies.

Position Summary: Musical Theater Heritage is seeking a Production Manager to join our staff. The Production Manager is responsible for the management of all production staff and elements of MTH activities and also acts as liaison between outside rentals and MTH. A flexible problem-solver, the production manager is responsible for overseeing the broad budget and schedule of MTH productions, this includes finding creative ways to maintain costs, hiring and scheduling crew members, and resolving any issues that threaten to slow progress of MTH productions.

Essential Job Functions:

- Work to uphold the mission and core values of MTH
- Securing rights to present productions from royalty house or publisher-agent.
- Budgeting
- Working with Executive Artistic Director to determine date, time and venue for productions
- Forming production teams and scheduling Production meetings
- Scheduling rehearsals and performances
- Setting rehearsal venues
- Rehearsal process and preparation
- Financial accounting of show’s expenses
- Work in concert with Technical Director and provide support, as needed
- Handle materials purchasing/returns as needed
- Assist in leading Load-In and Strike crews
- Develop and maintain relationships with local theatrical groups, institutional groups, and communities in Kansas City.

Qualifications:

- Caring, compassionate, considerate and collaborative.
- Highly organized
- Innovative, self-motivated, and energetic with strong communication skills.
- Experienced in theatrical carpentry and standards a plus
- Familiarity with industry software such as VectorWorks, Auto CAD, etc
- Ability to lift a maximum of 50 lbs, bend, kneel, grip, and carry.
- Ability to quickly learn and apply new skills and techniques.
- Ability to effectively communicate and work respectfully with a diverse group of colleagues and artists — while exhibiting grace and good humor under pressure
- Ability to sew, paint, carve foam, or other Theatrical Scenic techniques a bonus, but not expected.

Compensation and Benefits: \$42,000 - \$47,000 annually plus a benefits package that includes health, vision, dental, simple IRA, paid time off as well as paid holidays and complimentary tickets.

How to apply:

Send letter of interest, resume and reference list to:

Tim Scott, Executive Artistic Director by emailing tim@mthkc.com, subject line
"Production Manager"

No phone calls, please.

Application deadline January 15, 2022