

Associate Production Manager

Job title	<i>Associate Production Manager</i>	FLSA Status	<i>Full-Time, Admin Exempt</i>
Reports to	<i>Production Director</i>	Department	<i>Production</i>

Organization Summary

Founded in 1998, Theater Latté Da (TLD) is in its 23rd season of presenting original and re-imagined musical theater. Theater Latté Da creates new and impactful connections between story, music, artist, and audience—exploring and expanding the art of musical theater. TLD is dedicated to expanding the American Musical Theater with work that speaks to a contemporary audience. Theater Latté Da has fostered innovation and diversity since its conception. We believe in work that is bold, inclusive and collaborative; we act with integrity and gratitude. These values are integral to the organization's health and drives the discussion at every stage of decision-making. Through productions that transcend the conventional, the organization helps solidify the Twin Cities' reputation as a place where progressive art plays a vital role. Theater Latté Da believes in a culture of inclusion, diversity, equity, and access. The diverse and dynamic interests of those who work here provide opportunities, both organized and impromptu, for individual pursuits and exploration.

Compensation

Annual salary of \$40,000-\$45,000 per year DOE.
60% employer paid health & dental coverage (Health Partners).
8 hours per month paid time off plus Holidays and limited comp time.
Flexible work environment
Complimentary tickets to all Theater Latte Da productions.

Job purpose

The Associate Production Manager (APM) is the primary production representative for Theater Latté Da's new work programs and special events. The APM works closely with the Production Director and artistic team to manage scheduling, contracts, budgets, overhire labor, auditions, travel, special events, and any other production needs for these programs.

Duties and responsibilities

Essential

Project & Production Management

- Serve as the primary production department manager Latte Da's NEXT Festival, NEXT Up workshops, Ghostlight Series, and other special events. (i.e.- photo shoots, PR events, sneak peeks, galas, house parties, trainings, master classes, tech dinners, and special events).
- Work with the Production Director on activities related to Theater Latte Da's mainstage productions.

Contracts and Hiring

- Create, track, and manage production and artistic agreements for the mainstage productions, NEXT Festival, NEXT Up workshops, Ghostlight, and other special events in coordination with the Production Director.

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Budgeting and Financial Management

- Assist the Production Director with the creation of annual production budgets for the NEXT Festival, NEXT Up workshops, Ghostlight, and other special events.
- Track and manage all expenses related to those all programs that fall within your responsibilities and regularly report information to the Accountant.
- Communicate regularly with the Production Director and artistic team about the status of budget items and any potential concerns.

Casting Coordination

- Coordinate all company-wide casting efforts in coordination with the Production Director and artistic team.

IDEA (Inclusion, Diversity, Equity, and Access)

- Actively engage in Theater Latte Da's IDEA work to implement and support initiatives within Theater Latte Da's new work programs and the company at large.

Tour Planning

- Plan, Coordinate, and Manage Theater's Latte Da's limited number of touring shows with support from the Production Director and production team.

Union Adherence

- Ensure adherence to all union requirements in coordination with the Production Director.

Other

Artistic Communications

- Actively communicate with actors, designers, technicians and other theater makers (artists) to create a welcoming, inclusive, and organized atmosphere that supports the creative process.
- Maintain an active database of emergency forms and contact information for artists.

Qualifications

Required

- Excellent organizational skills with the ability to work in a collaborative environment, prioritize and manage multiple, ongoing projects sometimes with little supervision.
- An understanding and respect for the theatrical creative process and its general needs.

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- The ability to communicate and work effectively with a diverse group of people with varying needs.
- Proficiency working with computers and other technology.
- Strong commitment to developing and supporting a culture that values diversity, equity, access and inclusion. Ability and commitment to effectively work with diverse groups, representing complex differences and identities in terms of gender expression, race, sexual orientation, religion, ability, age, class and immigrant status.
- Ability to demonstrate Intercultural competence, shift and adapt one's own behaviors, thoughts, and skills to create a bridge with others; develop and maintain a strong working relationship that is based on mutual trust and respect and successfully balance commonalities and differencesExcellent interpersonal and communication skills, including in person and over the phone

Preferred

- Professional experience working in production management, stage management, casting, or new work development with knowledge of professional theater from both the artistic and business perspectives.
- Familiarity with theatrical union rules and practices (AEA, USA, SDC, and AFM).
- Previous experience working with artist contracts and needs.
- Previous experience with budgeting and financial management.
- Knowledge of the local Twin Cities theater community.
- Knowledge of basic theatrical lighting, sound, scenic, and/or costume technology.
- Valid driver's license and personal vehicle.

Working conditions

The Associate Production Manager will typically work in an office setting Mon-Fri, 9am to 5pm. Evenings and weekends will be required at specific times during tech rehearsals and events. Theater Latte Da is committed to providing a flexible work environment and allows for some remote work.

Physical requirements

The Associate Production Manager may be required to lift up to 50 lbs periodically. Some limited work on ladders or lifts may also be required.

Direct reports

Overhire technicians for new works and special events.

How to Apply

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or status as an individual with disability. EEO/W/M/Veteran Disability

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