

Production Manager Job Description Position Open for the 2017-2019 Seasons

The person in this position is responsible for the hands on running of the show. At the inception of the show, the production manager must work within the budgeted amount for that year to prepare for the coming shows.

Consultation with the Director is mandatory, because the director must be aware of what is going on. The Director has the final say about what will affect the music for the Chorale, orchestra and soloists. The show should be produced to advance the creative ideas of the director and the Board.

Production has the responsibility to see that the rehearsal CDs are completed. That person does not have to perform the function; but see to it that the job is completed.

Large expenditures should be approved by the Seaway Board of Governors. Production can be an opportunity to advance the creativity of the show through staging, lighting suggestions, props, and scenery, and sound.

Become aware of what is available in the Production library: (Previously made costumes, scenery and props etc.)

Meet with a production team for ideas, and completion of the objectives.

Consulting with the wardrobe/costume manger is important, especially for additions of changes during the show. Consulting with the auditorium manager at the school to coordinate hours of rehearsal, availability of staff and requests for special needs.

Some of the work can be done in advance (as ordering the backdrop if needed).

During the week of production the production manager is responsible for coordinating stage crew hired, the sound technician, and the lighting crew. The Production manager is responsible for creating and distributing production notes with the directions for the Chorale, the crew and suggestions for the lighting effects.

A Stage Manager is needed back stage to keep order during the show. We have not had a "stage manager" for some time. Because of increased membership and the addition of children in the chorale sitting in the wings cannot be permitted. Also, leaving water on the "prop table" can become a problem when others cannot reach props during the show. Also, the wings remain "in the dark" during the show. This is why personnel must remain in the hall until it is time for them to line up.

Early arrival should ensure the skirting of the risers, if needed, the hanging of the backdrop, and using the other volunteers on production to help with props and scenery.