

Job Description- The Falcon Playhouse

Job Title: Production Manager

About the Role:

The Production Manager is there to support the other roles in the production. They need to make sure that every department head has what they need and keep them on track. They also facilitate communication between technical departments. They are there to handle all of the logistical issues and allow the artists on and behind the stage to continue to create their magic!

Responsibilities:

- Leading Production and Design Meetings
- Coordinate with outside vendors (headshots, show shirts, posters, programs)
- Coordinate ordering any needed materials
- Gather information for the FOH Manager front eh cast/crew (bios, headshots)

Candidate Requirements:

- Organization- keep track of schedules and budgets
- Communication- coordinate communication between departments
- Resourcefulness
- Familiarity with the Playhouse and it's processes.
- Knowledge of technical aspects of a production.

Apply Now!

Join our Remind (@fptheatre) to receive updates for our productions, and refer to our link tree @srhsfalconplayhouse on Instagram to access our tech application.