

# Mixed Blood Theatre Company

**Position:** Production Manager

**Start date:** July 1, 2017

**Status:** Full-time, year-round

**Overview:** Mixed Blood's Production Manager manages time, budgets, people, quality, tasks, and facility relating to the organization's mission-aligned programming.

## **Responsible for:**

### **1. Coordination of mainstage, touring, and customized productions**

- Coordinate communication between designers, director, technicians, artistic director, PR/marketing, actors, stage manager, and front of house
- Plan and run production and design meetings
- Provide designers with inventories and ground plans/elevations

### **2. Maintenance/upkeep of inventory for lights, sets, props, costumes, media, sound, tools, & equip**

### **3. Integration of Mixed Blood's mission of Radical Hospitality into equipment and space sharing**

- Provide a well-maintained props-for-loan inventory and systematize sharing
- Arrange for the donation of unused costumes, props, lights, and scenic elements
- Manage donated space use

### **4. Oversight of tenants' space and technical needs**

- Provide tenants with inventories and ground plans/elevations
- Oversee and advise on technical and space demands of tenants' productions
- Serve as liaison between tenant and Mixed Blood, hiring excess staff as needed

### **5. Curate safe, clean, attractive auditorium**

- Plan and implement/delegate changes in stage and seating configuration
- Maintain (and supplement when necessary) equipment for safe and successful operation of performing arts events in Alan Page Auditorium (and access to auditorium)

### **6. Manage the master calendar and appropriate budgets**

### **7. Hire and coordinate all overhire crews**

### **8. Support Access Services**

- Work with ASL interpreters and directors for position and lighting
- Work with audio describers to procure equipment and assure function
- Organize projected supertitles – creation, projection, screens, hardware, etc.

### **9. Company management**

- Coordinate travel & housing for out-of-town actors
- Process workers comp claims
- Manage auditions and actor database

**Required Skills**

- Highly organized and self-directed
- Knowledge of technical theater materials, equipment, and personnel
- Strong verbal, written, and interpersonal skills
- Experience with personnel management
- Knowledge of unions
- Ability to manage budgets, meet deadlines, delegate and manage
- Digital competency

**Mixed Blood's Mission:**

Using theater to illustrate and animate, Mixed Blood models pluralism in pursuit of interconnections, shared humanity, and engaged citizenry.

**Mixed Blood's Vision:**

As a beacon for the global village of Minnesota and beyond, Mixed Blood will champion equity and animate social change through exceptional artistry, catalytic relationships, and universal access.

Send resume and references to [jobs@mixedblood.com](mailto:jobs@mixedblood.com) by May 20.

Questions? Contact Jack Reuler, 612-338-2155 or [junior@mixedblood.com](mailto:junior@mixedblood.com)