

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Associate Production/Rentals Manager ***Full-time, Year-Round, Non-Exempt***

The Opportunity

The position of Associate Production/Rentals Manager (APRM) is a full-time, year-round position in the Production department, reporting to the Production Manager (PM). The APRM is charged primarily with the administrative activities of production management in support of the Theater's Mainstage season and the Rentals Program. The APRM also assists with special events including concerts, fundraisers, staged readings, workshops, and educational programs which require production or logistical support.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We work to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Duties and Responsibilities

Mainstage Production Management (45% of work time)

Management/ Personnel

- Serve as the associate production manager for all mainstage productions in a season
- Assist the PM with the planning and execution of Cal Shakes hosted special events including concerts, fundraisers, staged readings, workshops and educational programs which require production or logistical support
- Assist the PM in the supervision of the Assistant Production/Company Manager
- Assist in the facilitation of the design process by clearly communicating and maintaining budget and deadlines and ensuring that the creative team is in communication with production department heads
- Provide production support during the rehearsal, tech and performance periods as needed; remain on site at the theater for load in, tech and preview weeks in rotation with the PM
- Serve as a secondary liaison between Cal Shakes and all creative team personnel (directors, actors, designers, other specialists)

Administrative

- Assist the PM with the creation and maintenance of the full season calendar, including production specific, deadlines, and rentals
- Assist with coordination in hiring of Production Department heads
- Assist with the coordination of workflow among production departments during load in, tech and strike
- Coordinate all mainstage staff and production meetings, take and distribute meeting notes
- Oversee the drafting and execution of all director, designer, and other production or creative team contract
- Participate in the season planning process

Financial

- Assist with monthly expense tracking, projections, and reports
- Assist with day-to-day administrative tasks such as processing invoices, reimbursements, and check requests

Rentals Management (50% of work time)

Work in concert with the Production Manager, House Manager, and General Manager to coordinate all Rental needs. This Includes:

- Receiving and Reviewing Client Intake
- Initial Client reach outs
- Scheduling and attending Site Visits
- Coordinate with Cal Shakes departments to staff the event, including: facilities, house management, and production
- Serve as the Production Lead for Rentals and Special Events, in concert with the PM
- Assist the PM with the creation of the Yearly Rentals Budget

- Create internal cost estimates and track actuals for Rental Events

Other (5% of work time)

- Represent Cal Shakes at company functions, as assigned
- Participate in company-wide projects such as the Anti-Racism Workgroup, Annual Fundraiser, and others

Qualifications

You are an ideal candidate if you:

- Have general knowledge pertaining to all aspects of technical theater—i.e. lighting, sound, costumes, scenic
- Have proven experience in theater production and people management
- Have experience in administrative experience working in a professional theatrical office, preferred
- Have strong written and verbal communication skills
- Have strong leadership, negotiation, and organizational skills
- Have a valid driver's license—own car preferred
- Have previous outdoor theater experience, preferred

Special Environmental Factors:

- Outdoor theater with hills, uneven terrain, and environmental factors (heat, chill, wind, weather, etc.)
- Fast-paced, open office environment, frequent interruptions, background noise.
- Some areas have limited accessibility, please feel free to ask for more specifics
- Variable schedule, some evening and weekend hours are required
- Must be able to work independently and offsite

Supervision

This position is supervised by the Production Manager

Compensation

The Associate Production/Rentals Manager is a full time, hourly, non-exempt position starting around December 1, 2021. The hourly rate is \$22-\$25/hour.

Benefits include health insurance (base plan 100% covered by Theater), dental and vision insurance (employee contributes), life insurance (100% covered by Theater), 2 weeks (10 days) vacation, and 10 paid staff holidays. Cal shakes is a fully vaccinated workplace. Full vaccination is required of all employees with exemptions made for sincerely held religious beliefs and medical exemptions.

Application deadline: November 15, 2021.

How to Apply

Please submit cover letter and résumé to: productionjobs@calshakes.org (with “Associate Production/Rentals Manager Search” in the subject header)

About Cal Shakes

With a 545-seat outdoor performance venue in Orinda, CA; and education and community programs throughout the Bay Area, Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners. Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage.

Theater is people. We strive for a work environment in which everyone feels encouraged to bring their whole self to work. Cal Shakes promotes transparency and staff access to decision-making through organization-wide meetings that invite participation from all staff regardless of seniority or position. We embrace a diversity of people, ideas, talents, and experiences and work to create a space where people have a sense of belonging. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

Mission: Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

California Shakespeare Theater is an Equal Opportunity Employer and has an inclusive work environment that actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.