



JOB POSTING

Associate Production Manager

Position:	Associate Production Manager	Status:	Salaried Exempt
Department:	Production	Full/Part Time:	Full-Time
Reports To:	Production Manager	Annual/Seasonal:	Annual
Start Date:	July 2023, Negotiable for right candidate	Compensation:	\$48,000 per year
Application:	Click Here to Apply	Deadline to Apply:	May 22, 2023 for best consideration

ABOUT MILWAUKEE REP

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive change in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

POSITION SUMMARY

Working with the Director of Production and Production Manager, the Associate Production Manager (Associate PM) helps guide the production staff and creative teams through the production process for all Milwaukee Rep productions and events. The primary role of the Associate PM is to facilitate the daily operation and administration of the production department through personnel management, production safety, and internal and external communication.

Major Duties and Responsibilities Include:

- Assist in the hiring and onboard process for new seasonal and overhire production employees
- Facilitate the submission of weekly timesheets and tracking of personnel budget for the production department
- Create and maintain seasonal documentation
- Assist with the scheduling of overhire labor, union and non-union
- Attend and document notes for design and production meetings as needed
- Act as lead Production Manager on assigned productions and events
- Work with Production Area Heads to facilitate the purchase and delivery of materials as needed
- Assist in maintaining accurate production specific and company-wide safety protocols and postings including Safety Handbook, Emergency Contact Forms, Incident Forms and other related materials
- Actively participate in keeping backstage areas, dressing rooms, and rehearsal halls tidy, ensuring that any facilities needs are communicated to general management in a timely manner
- Assist in maintaining an updated building wide calendar in Outlook and Prepared
- Provide basic IT support to production staff
- Assist with the management of special events happening on Milwaukee Rep stages and rehearsal halls as needed
- Additional duties as required including participation in education, outreach, and fundraising events

SCHEDULE

The bulk of the work hours will happen during regular business hours, with some nights and weekends as the production schedule requires. The ideal start date is July 2023. Our production season typically runs from August through May with special events and other projects taking place over the summer.



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REQUIREMENTS OF THE POSITION

Technical Knowledge and Experience:

- Experience working in a professional technical theatre environment
- Well-rounded understanding of technical theatre with experience working in at least 2 of the following areas: scenery, props, costumes, lighting, sound, stage management
- Willingness to learn and expand capabilities in all areas of technical production
- Skilled using a wide-range of computer programs (FileMaker, Microsoft Office, etc) and systems, adept at learning new programs and diagnosing problems
- Able to respond to new requests with flexibility and an eye for priority
- Must be able to multi-task multiple projects, maintain organization, and be detail oriented
- Possess a valid U.S driver's license with a good driving record

Milwaukee Rep Values Employees Who:

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative
- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

COVID Policy

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination for COVID-19 OR documentation for a medical or religious exemption before the first day of work

BENEFITS OFFERED

Employee Benefits

Health & Dental Insurance – Employee contribution to premium
Health Savings Account & Health Reimbursement Account
Flexible Spending Account
403(b) Retirement Plan

Paid Time Off Package including Paid Time Off, Sick Leave, Holidays, Parental Leave, Medical Leave

TO APPLY

Required Materials: Online Application, Resume, Cover Letter detailing why you are the best candidate for the position

Deadline: Review of applications will begin May 22nd, 2023. Applications will be accepted on a rolling basis thereafter until the position is filled.

All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact imerwin@milwaukeeep.com

[Submit Application Materials Online](#)

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.