

# BOSTONLYRICOPERA

## Production Manager

### About Us

Locally and nationally, Boston Lyric Opera leads the way in celebrating one of the world's great art forms through innovative programming and community engagement initiatives that redefine the opera-going experience. Now in its 44th Season, BLO is the largest and longest-lived opera company in New England. Since its founding the Company has staged world and U.S. premieres, and notable co-productions and co-commissions. It is a destination for leading artists, conductors, directors and designers from around the world.

### Job Description

DEPARTMENT:	Artistic & Production
REPORTS TO:	Director of Artistic Operations
SUPERVISES:	Technical Director, Overhire, Tech Assistant, Production Crew, Contractors
EMPLOYMENT STATUS:	Full-time, Exempt
WORK LOCATION(S):	BLO Main Office, Remote Work, Warehouse, Rehearsal Halls, Performance Venues; Meetings in and around Boston

BLO seeks a Production Manager for planning, implementing, and managing the production needs and resources for the company's programs, including, but not limited to mainstage productions, site-specific productions, digital productions, and a variety of events both in person and online. The Production Manager ensures all programs are within given resources and realizes the artistic goals of the company. They maintain ownership of the advance planning, staffing, and execution of all productions and events. The Production Manager serves as the primary point of contact for production personnel, production crew, venue management, and Technical Director (TD). They are responsible for the BLO warehouse, all inventory, and rental productions. The Production Manager has the discretion to resolve or recommend for resolution unforeseen circumstances that occur during the course of the season. This position reports to the Director of Artistic Operations

### AREAS OF RESPONSIBILITY

#### Production Administration, Planning, & Execution

- In collaboration with Director of Artistic Operation, develop season schedule.
- Develop and execute staffing plans for program execution.
- Research and coordinate equipment and services related to physical production materials and labor, including but not limited to construction, acquisition, purchase, rental and transportation of all sets, costumes, wig/makeup, props, lighting, sound and video equipment, and production and technical equipment for all programs.

- Project manage digital projects; coordinate recording, filming, editing, mastering, etc. to deliver assets by agreed upon deadlines.
- Oversee vendor and construction shop relationships and work.
- Develop and maintain production and technical schedule.
- Attend design meetings, production meetings, and BLO staff meetings; coordinate and lead meetings as needed
- Liaise with stage management in advance of the production period and throughout the rehearsal and performances.
- Work closely across the Artistic & Production Department to prepare and execute all technical and production needs related to artistic personnel and orchestra.
- Prepare all touring, co-production, and rental technical and production documentation.
- Lead feasibility analysis of design plans of potential productions.
- Oversee production permitting and certification needs for all programs
- Procure working CAD drawings of performance venues
- Participate in assessment and procurement of viable rehearsal and performance venues
- Collaborate with Director of Artistic Operations on current and future season planning and administration.
- Ensure all production departments have the resources they require to execute the season.

### **Team Management**

- Manage and supervise a series of direct and indirect reports, including union and non-union personnel at multiple locations, in the areas of stage management, props, stagehands, construction labor, electrics, audio, video, costumes, wardrobe, wigs/makeup, etc. Delegate to the Technical Director as appropriate.
- Determine labor call times and personnel requirements for various work calls; Place all Union work calls with IATSE and fulfill non-Union staffing needs.
- Obtain employment forms and timesheets as needed. Review production/technical payrolls per the schedule laid out by the Production Operations Manager.

### **Cost Management & Budget Assistance**

- In collaboration with the Director of Artistic Operations, develop season budgets.
- Manage individual production budgets, expenses and timelines.
- Develop and maintain union and non-union labor projections.
- Obtain competitive costings for all production elements of expenditure.
- Regularly communicate any and all forecast related information to Production Operations Manager.
- Participate in reconciliation of settlement statements, credit card statements, and invoices.

### **Operations Management**

- In the absence of the TD, coordinate overall TD responsibilities and tasks to advance productions and programs.
- Lead the team in solving unforeseen circumstances during the production process.
- Attend performances, events, rehearsals, and meetings as required.
- Manage all warehouse activity; maintain accurate and detailed inventory; manage preventative and responsive maintenance on stock as needed.
- Prepare/maintain internal production records and archival media; document operations.

- Recommend technology upgrades based on necessity and feedback from production departments.
- With Director of Artistic Operations, liaise with performance venue management and personnel.
- With the Director of Finance and Administration and Production Operations Manager, fulfill insurance requirements.
- Provide management and oversight of production health and safety requirements; identify and recommend modifications to facilities and processes as necessary.
- Manage COVID plan and policy development; ensure compliance with all COVID restrictions.

## QUALIFICATIONS

- Demonstrated ability to effectively manage multiple projects – in a production environment and remote digital projects.
- Ability to analyze information logically, drawing on one’s knowledge and experience base and proactively seeking new resources as necessary to generate appropriate and/or creative solutions.
- Ability to proactively and independently drive projects forward.
- 5+ years of experience in theatrical production.
- Thorough understanding of theater techniques and processes, including industry safety standards.
- Experience with union crews and interpretation and implementation of union agreements.
- Strong computer skills, including a thorough knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, Publisher) and CAD and/or VectorWorks.
- Strong written and verbal communications skills.
- Strong organizational skills.
- Ability to work independently as well as collaboratively.
- Works well in a fast-paced, results oriented environment.

## JOB CONDITIONS

The workflow varies greatly throughout the year, with work time demands beyond the standard workweek determined by production planning and execution. The Production Manager is required to be available year-round to a schedule agreed with the Director of Artistic Operations. The role requires irregular and extended working hours.

### How to Apply

Please submit your resume, cover letter, and salary requirements to: Director Artistic and Operations at [Recruiting@blo.org](mailto:Recruiting@blo.org)

BLO values diversity and is committed to creating an inclusive environment for all employees. All qualified candidates will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran’s status or any other protected category. BLO is an equal opportunity employer.