

Job Description: Production Manager, Kingston WritersFest

Position Summary

\$4,000; part-time contract, July 15 – October 15; reports to Artistic Director

The Production Manager assists the Artistic Director in all technical aspects of mounting the physical festival; production schedule for load-in, load-out, tech, and stage management; lighting, tech, and sound; training, supervision, and recognition of stage management volunteers; event production templates (Stage Managers' and Captains' templates) in consultation with the Artistic Director; onsite supervision of stage, front of house, and hallway spaces; and post mortem analysis and recommendations. The Production Manager is responsible for maintaining the production budget. The Production Manager is *not* responsible for arranging catering for food events.

The Production Manager oversees the staging and technical requirements of the festival events during the five days of the festival and oversees all production activities at the Holiday Inn and the Delta Hotel (excluding the Box Office.)

Key Responsibilities

Pre-Festival Support

- Negotiate contracts and/or sponsorships with venues and/or independent service providers, as needed
- Oversee the planning and production of the physical Festival, including stage management, front of house, sixth floor hallway, and volunteers
- Act as primary liaison between the festival and Holiday Inn, and offsite venues on staging/production/front of house matters
- Acquire thorough knowledge of event schedule, and staging, rehearsal and tech requirements
- Maintain inventory of all festival physical assets in storage, i.e banners, signage, furniture for staging, vases, easels, whiteboards, etc.
- Develop detailed schedule for load-in, set-up, tear-down and load-out of all festival materials, including stage
- Circulate manifest and schedule to Load-in team lead, Writers Services Manager and Box Office Manager, Marketing Manager (promo mats), floral team lead, Hospitality Manager, Volunteer Manager, and anyone else who has materials to be delivered to the venue
- Arrange transportation of all materials for load-in and load-out
- Arrange pick up times with K-Rock and transportation company
- Train production volunteers for stage management of all events, under the direction of the Volunteer Manager, with the assistance of the Artistic Director

Festival Support

- Confirm lighting, sound, tech, and stage management of all events
- Present onsite at Holiday Inn during set-up, throughout the working hours of the festival, and during tear-down, except when required offsite for set up and tech rehearsals
- Contract an experienced stage management volunteer as Assistant Production Manager
- Oversee and is responsible for all stage management volunteers
- Oversee all activities in performance venues and hallways; acts as go-to person for all production and audience management issues
- Coordinate with hotel staff on numbers expected for events where they will be expected to move chairs or switch the set-up.
- Primary onsite contact with Holiday Inn event banquet/event staff

Post-Festival Support

- Perform physical inspection and oversees safe storage of all staging materials, and reconciles holdings to manifest
- Oversee maintenance and repair of staging and other Festival staging materials (stools, etc), and reports loss or damage to Artistic Director
- Prepare a post-festival analysis and post mortem report on all production issues