

Position Announcement/Description
Midland Center for the Arts
Midland, MI



Position Title: Technical & Production Manager
Supervisor: Production Director
Classification: Full Time Exempt
Last Updated: 3/17/2022

About Midland Center for the Arts

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally- produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

Position Concept:

Under the supervision of the Production Director, the Technical & Production Manager is responsible for the condition of the Little Theatre stage, its equipment, and all associated construction shops and storage rooms, including scenic, lighting, and properties and the content therein.

The Technical & Production Manager will work with, coordinate, support and often lead volunteers, as well as working with other staff, to prioritize and meet the production needs of the Center, primarily for internally produced shows, like the community theater (Center Stage Theatre), Youth Theatre productions, and other educational programming.

The position can be broken down into three main areas of focus: Technical Direction (supervising all technical elements for Center Stage Theatre and Youth Theatre productions), Production Management (managing calendars, schedules, and deadlines for each production in the season), and Technical Theatre Education (Serving as main contact for technical theatre education at the Center, including the mentorship and training of volunteers, as well as teaching workshops and classes in technical theatre for the Education Department).

Duties and Responsibilities:

The duties of this position include, but are not limited to:

1. Technical Direction:

- a. Supervise, operate, and maintain all technical assets for produced programs.
 1. In conjunction with the Manager of Produced Theatre & Theatre Education, determine the technical specifications for productions and communicate them to the production team and director.
 2. Arrange for proper training of volunteers with affiliated theatrical equipment.
 3. Maintain the lighting and sound systems for the theatre.
 4. Assist guest designers with technical matters.
 5. Oversee the implementation of approved lighting and sound designs.
- b. Coordinate the use of Midland Center equipment for Center Stage and Youth Theatre productions, and other affiliated concerts and events.
- c. Be responsible for all set and stage construction.
 1. Oversees the work of both volunteer and paid technical contractors.
 2. Generates drafting for all productions.
 3. Assists with training/recruiting volunteer or paid technical contractors for individual shows.
 4. Assists with the control of production budgets.
 5. Maintains inventory and orders scene shop supplies.
- d. Attend all production meetings and tech week rehearsals, in order to supervise and assist with the technical aspects of mounting each show.

2. Production Management:

- a. Develop calendars, schedules, and deadlines for Center Stage Theatre and Youth Theatre productions (including key build dates and the strike for each show) in conjunction with the Manager of Produced Theatre and Theatre Education and Production Director.
- b. Schedule design meetings with the creative team, making sure they are on track to meet deadlines for each production and facilitate collaborative conversations between all artists.
- c. Schedule & lead production meetings (typically bi-weekly at the beginning of the process and weekly as the production gets closer to tech rehearsals).

3. Technical Theatre Education:

- a. Work with the Director of Education, Youth & Public Programs Manager, and Manager of Produced Theatre and Theatre Education to design Technical Theatre Education curriculum and experiences, such as summer camps and design workshops.
- b. Serve as community liaison and advocate for technical theatre education at the center.
- c. Recruit, mentor, and train volunteers.
- d. Teach workshops and classes in technical theatre for youth and adults.
- e. Coordinate and facilitate the Technical Track of our theatre education program, Beginning Stages.
- f. Oversee the technical mentorship aspects of our Rising Stars summer education program.

Preferred Knowledge, Experience, and abilities:

- Bachelor's Degree in a related field or the equivalent level of experience
- Strong communication skills, both verbal and written.
- Ability and interest in designing for internally-produced programs, such as Center Stage Theatre and Youth Theatre
- Ability to adapt to change, work effectively under pressure, and produce accurate results in a fast-paced environment.
- Must be detail-oriented and have effective multitasking skills.

- Commitment to diversity, equity, inclusion, and access, and a desire to work with people across many lines of difference

Note: COVID-19 Vaccination Required for employment

APPLICATION INFORMATION

Email Cover Letter and Resumé to: HR@midlandcenter.org

Deadline: 04/22/2022