



BAY AREA PLAYWRIGHTS FESTIVAL PRODUCTION MANAGER JOB DESCRIPTION

SCOPE OF WORK

The BAPF Festival Production Manager is responsible for deliverables in the following areas:

ADMINISTRATIVE

- Ensure and track that BAPF contracts are written, delivered and signed, and all relevant paperwork processed by Office Manager.
- Providing system of check requests for artists and contract staff and interns
- Directly facilitating coordination of travel and lodging for playwrights and any out-of-town artistic personnel.
- In collaborations with staff, orienting, training, and providing ongoing direction to interns
- In collaboration with Admin, informing production related content for preparation of packets and information
- In collaboration with staff, collaborating on production postmortem and evaluation, documentation, and final communications as needed

PRE-PRODUCTION: LEADERSHIP IN PLANNING, COMMUNICATING, GATHERING INFO & CREATING SYSTEMS

- Planning, coordinating and implementing all of the production related tasks of the BAPF events, including both readings and special events.
- Adherence to festival production budget
- Participate in weekly production meetings (in person or telecommunication) with PF staff commencing April, at mutually agreed times.
- Overseeing the creation of a production and rehearsal calendar, and update as needed.
- Procuring adequate rehearsal space
- Overseeing the creation of a detailed, hour-by-hour master production schedule for all festival weekend activities and events, with assigned responsibilities and deadlines, and keep it updated
- Hire and oversee production staff
 - To include roles such as Tech Director, Production Assistant, Load-in Crew,
 - Hold and monitor the master schedule for staffing of external events
 - Troubleshoot and address production issues
 - Setting policy and procedures for production teams
 - Assigning responsibility for production activities to PF staff, including AD
- Oversee Special Events Coordinator, coordinating logistical and production details, and tracking their progress
- With PF staff, overseeing the travel logistics of BAPF retreat, attending retreat beginning or end to orient artistic teams on production and rehearsal process from tech POV

- Communicate with artistic teams about rehearsal needs, conflicts and schedules
- Secure and to allocate spaces and other resources according to overall festival priorities
- Perform company management duties (pre-production and during festival/primary responsibility) with the following responsibilities:
 - procure and liaison with festival housing for out-of-town playwrights and artists
 - procure travel for out-of-town playwrights and arrange for their arrival and departure
 - arrange for in-town travel by public transportation for out-of-town playwrights
 - create and maintain the festival contact sheet
- Create and disseminate administrative packets for all festival participants to explain procedures and expectations for technical and rehearsal needs, including schedules and contact sheets
- Provide coordination of technical elements (pre-production and during festival/primary responsibility)
- Assist TD with the gathering of all necessary production supplies and equipment, including props, equipment
- Work together with LD/TD on the design of the stage, and insure that we have the supplies and equipment needed
- Develop and fulfill resource usage priorities, including a script copying policy
- Communicate regularly with artistic teams about production and rehearsal needs

PRODUCTION: REHEARSAL AND PERFORMANCE COORDINATION AND LEADERSHIP

- Coordinating all technical and production elements for the festival
- Overseeing Festival production activities, including management of the Technical Director; and co-supervising summer intern cohort
 - The FPM will be solely responsible for day-to-day direction of interns once they transition to production assistant status
- Maintain clear and regular communication between festival artists and staff about schedules, payment, artistic expectation and other administrative issues
- Coordinate and supervise technical rehearsals for each production
- Work with Technical Director (TD) to coordinate and supervise technical load-in and load-out, as well as transport of FOH signage and material
- Greet each artistic team at first rehearsal and orient to festival policies and procedures, or designate a representative who can do so in the event of a schedule conflict.
- Maintain a regular on-site presence and supervise performances during festival
- Assure safe and sanitary working conditions for all festival artists and staff on a daily basis
- Work with Custom Made staff to troubleshoot venue issues
- Fostering strong communication between artists and staff
- Ensuring that festival artists' production oriented needs are fully met so that they can be highly productive

How to apply

Email a cover letter and resume to [hiring@playwrightsfoundation.org](mailto: hiring@playwrightsfoundation.org) with the subject line PRODUCTION MANAGER.

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