



## Assistant Production Manager

**Organization Mission/Core Values:** Since its founding in 1968, National Black Theatre (NBT) has continuously served as a home and hub for the next generation of Black theatre artists by providing training, creative development and opportunities to showcase their work. For more than a half-century, NBT has maintained its commitment to bring new, underrepresented voices to the forefront that provide fresh, diverse perspectives on critical issues of equity and social justice. NBT produces transformational and dialogue-generating theatre that successfully shifts inaccuracies around African Americans' cultural identity by telling intersectional stories of Black life.

**Job Summary:** NBT is seeking an Assistant Production Manager (APM) to work in partnership with the full Theatre Arts Program (TAP) staff to support theatrical programming and other organization events. The Assistant Production Manager will utilize strong communications and organizational skills - and dexterity with logistics and details - to actively ensure that multiple stakeholders stay informed and effective every step of the way, from conception to curtain call. The APM will bring a knowledge of the core components of theatrical producing - lighting, sound, carpentry, etc. - and use this background to liaise among designers, crew, and NBT staff to support smooth producing practices. NBT is rebuilding its historic Harlem home and there is ample room for growth for the APM as the organization grows to meet the opportunities of its new theatrical spaces.

**Role:** Full-time, non-exempt

**Rate:** \$30/hour

**Schedule:** Hybrid: Assistant Production Manager is expected to be in-person 2-3 days per week and remote the remaining days when not in active production. In-person days may be on-site at National Black Theatre's offices in Harlem or at various performance venues/ rehearsal halls. Six day work weeks will be required during peak periods of operation.

**Reports to:** Production Manager

**Responsibilities:** The Assistant Production Manager's responsibilities serve to support the full TAP team by executing administrative and technical tasks to meet creative and developmental programming needs. The APM should have a view of all logistical aspects of a production

process and be able to serve as back-up for the Production Manager. These responsibilities include but are not limited to:

#### Organization-Related Logistics & Operations:

- Facilitate and schedule production, producing, and cross-departmental meetings; create agendas; take and circulate notes; follow up on tasks assigned to various staff and partners
- Create and maintain various calendars (TAP team and full season) and event schedules (readings, workshops, public performances), adjusting as needed, anticipating and resolving conflicts
- Organize and maintain NBT's Google Drive so that documents and materials are readily searchable and accessible; ensure that final versions of production notes, files and drawings are cleanly stored digitally
- Collect and streamline receipts from production-related purchases; code, document and submit them to NBT's accounting team; track on time **payments for designers, department heads, and overhire for productions**
- **Update production budgets to reflect changes to projections and actual spending**

#### Event-Specific Production Management:

- **Help ensure adequate NBT staff representation at all sites and events**
- Create a safe environment for artists, crew, and yourself through best practices onstage and backstage, while collaborating with supervisors/ designers/ actors/ crew/ stage managers to ensure the show is successfully run and maintained.
- Support both on and off-site events with logistics such as:
  - Scout venues
  - Move equipment during load-in and load-out
  - Set up and strike of PM stations
  - **Help ensure that productions and staff comply with health and safety regulations and protocols, as well as union work rules, including:**
    - Serve as a COVID Safety point of contact for in-person activities, and help develop, communicate, and maintain COVID Safety standards, including sourcing testing products and PPE
    - **Secure certificates as requested, such as OSHA-10, F03, and S95 (fees paid by NBT)**
- **Document, monitor, maintain and procure NBT inventory (owned and rented equipment)**

- Research and evaluate technical specs as needed, e.g., capabilities, functionality, dimensions and appropriateness for a particular venue (such as a fogger or hazer), taking into consideration AEA rules
- Stock, load in, and load out inventory and supplies for readings, workshops, rehearsals; when in active production, ensure organized and correct equipment tracking
- Assist PM with coordination and tracking of rentals, vendors, and trucking
- Work with Marketing team to handle administrative needs such as industry house seat requests, comp seats, staff ticket requests, and to collect and format company bios for publication
- Support Marketing and Development teams with production needs for their (non-theatrical) events
- Contribute to a culture that nurtures both artists and staff, with open channels of communication
- Other duties as assigned by Production Manager

#### **Competencies/Background:**

- Commitment to NBT's mission
- 1-2 years of direct experience working on theatre/performing arts producing or production teams, either **as an Assistant Production Manager or equivalent relevant position, such as but not limited to Stage Manager or Assistant Department Head (ATD, APE, etc.)**
- **Familiarity with basic theatrical equipment for lighting, sound, projection, carpentry and ability to troubleshoot in each department**
- **Familiarity with basic budgeting and formatting**
- High level of computer aptitude and proficiency in Google Workspace **especially Google Calendar, Gmail, Google Docs, and Google Spreadsheets**
- Experience **navigating stressful and** fast-paced situations; ability to **remain calm and focused on solutions**
- **Ability to take initiative, ownership and accountability for assignments;** to identify when help is needed and ask for support; and to see projects through to completion while working methodically to achieve thoroughness and accuracy
- Highly detail-oriented and organized
- Demonstrated creativity, flexibility and dexterity in juggling and prioritizing multiple tasks and timelines; adept at thinking on one's feet
- Clear, proactive communications skills, written and verbal
- A patient, empathetic, active listener
- Ability to lift 30 pounds and sustain long periods of time on one's feet

**To Apply:** Upload a resume and cover letter through [NBT's hiring portal](#).

National Black Theatre provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws.