



Position: **Production and Facilities Manager**

Start date: January 18, 2023

Classification: Full-time, exempt; eligible for benefits after 30 days

Reports to: Managing Director

Salary range: \$48,000 - \$52,000

The OBIE Award-winning Pig Iron Theatre Company seeks a Production and Facilities Manager to lead the execution of Pig Iron's artistic programming and the maintenance of our space. Pig Iron is an incubator and producer of experimental performance work and also runs a 2.5-year MFA program in devised theater, in partnership with University of the Arts. Pig Iron produces approximately one world premiere per year and has been presented nationally and internationally. The school, in partnership with the University of the Arts, presents 20 showings and performances per year. Prior experience in performing arts production is preferred. However, Pig Iron is at a moment of transition in which our core artists and the graduates of our training program are expanding into other media, ranging from cabaret to comedy to immersive/game-based performance.

### **Position Summary, Essential Duties, and Responsibilities**

Reporting to the Managing Director, the Production and Facilities Manager is responsible for the management of all aspects of production, including the hiring and supervision of production personnel, working with directors and designers to ensure high production standards, and creating and maintaining production budgets and timelines. The Production and Facilities Manager maintains the Pig Iron office and rehearsal studios, including inventory restock and small repairs as needed. This position also supports Pig Iron's graduate training program's showings and events.

The Production and Facilities Manager works closely with the Co-Artistic Directors who set artistic and educational programming, and supervises an Assistant Production Manager (APM) who shares the responsibilities below. The position is full-time with benefits including health and dental insurance. Some night and weekend hours are required.

### **Primary Responsibilities:**

#### **Theater Production**

- Oversee all aspects of production, including design, build, load-in, load-out, light hang, costume fittings and maintenance, venue preparation, and sound installation.

- Work with the Artistic Directors, Managing Director, and General Manager to create budgets for each production. The Production Manager is the primary person responsible for keeping production and tour budgets on target.
- Hire and supervise the production staff for tours and new productions.
- Create and negotiate contracts for all designers, actors, creative, and production personnel, as well as coordinating with Equity when their actors are employed on guest contracts.
- Create technical riders and act as the primary point of contact for production for presenters and rented spaces.
- Create and maintain show-specific calendars detailing creative and production meetings, rehearsals, load-ins, technical rehearsals, and load-outs.
- Maintain accurate files of set designs, light designs, technical riders, and sound designs for all company shows.
- Oversee APM's Company Management role: APM books housing and travel, arranges for transportation to/from the airport and train station, and tends to other artist needs as they arise.
- Facilitate scheduling, staffing, and logistics for annual Pig Iron auditions.

### **School**

- Oversee all aspects of Pig Iron School production, including coordinating with UArts Production Management, coordinating with students, load-in, load-out, light hang, venue preparation, and sound installation.
- Oversee APM's School Stage Management role: APM works with students to set up risers, lights, and sound equipment for in-house showings.

### **Facilities & Administration**

- Conduct bi-weekly inspections of the Pig Iron facilities, noting any needed improvements or repairs, communicating larger repairs to the building landlord and handling smaller repairs as needed. Additionally, the Production and Facilities manager is responsible for maintaining a safe and organized facility, including inventorying first aid supplies monthly.
- Manage certain areas of IT, including the Production Google Drive, Pig Iron's Vimeo archives, and Zoom accounts.
- Maintain the company van.
- Maintain Pig Iron's on-site and off-site storage units, which house costume stock, technical equipment, and scenic elements.

### **Qualifications**

The ideal candidate will be innovative and organized, a detail-oriented thinker who is able to make long-term plans and execute them. As Pig Iron is a devised theatre company, flexibility and the ability to problem-solve in time-sensitive situations are essential. Excellent communication, collaboration, and project management skills are also important. This individual should be comfortable creating and managing spreadsheets, calendars, timelines, and budgets.

Other qualifications:

- A working understanding of QLab, Vectorworks, lighting equipment, and basic carpentry skills
- Understanding of Google Sheets and Microsoft Excel
- Experience working with students or other non-skilled labor in a technical capacity
- Experience with interpersonal communications and conflict management are a plus
- A valid PA driver's license, or the ability to obtain a valid PA driver's license upon hiring

### **Application procedure**

Pig Iron Theatre Company is an equal opportunity employer. We value a diverse work force and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status. Pig Iron Theatre is a 501(C)(3) nonprofit organization.

Qualified candidates are invited to **submit a cover letter and a résumé** to: [md@pigiron.org](mailto:md@pigiron.org) with "Production Manager" in the subject line.

### **ABOUT PIG IRON THEATRE COMPANY**

Pig Iron began as an interdisciplinary ensemble in 1995, creating works of performance collage that regularly toured to the Edinburgh Fringe Festival. 27 years later, Pig Iron has emerged as a leader in the movement of alternative theater makers who seek to re-situate how audiences encounter performance. The company is now a platform for devised performance which scales up and down, moves from gallery to night club to proscenium theater, creating complete performance worlds with a shifting roster of remarkable actors, designers, and collaborators from beyond the world of theater. In 2011, Pig Iron launched a 2-year graduate program in physical and devised theater at a new home in North Philadelphia. In 2015, the company partnered with University of the Arts to offer both a Graduate Certificate and an MFA in Devised Performance, training the next generation of adventurous makers of hybrid performance. The organization finds itself at a pivotal moment as we seek to transition our producing and training models to encompass new forms and new media.