

Position Title: Production Manager

Reports To: Director of Dramatic Arts Ministry

Classification: Non-Exempt; (40 hrs/week)

Salary: \$50,000/year

Reviewed/Revised: 03/26/2026

I. Accountability

The Production Manager is accountable to the session through the Personnel/Administration Committee and Pastor/Head of Staff, and reports to the Director of Dramatic Arts Ministry (DDAM).

II. General Description

The production manager position supports the DDAM in the fulfillment of the goals and objectives of the Dramatic Arts Ministry. The production manager will help ensure that the theater delivers productions to a high degree of quality, professionalism, and artistry, in an atmosphere of kindness and acceptance. The position will work closely with volunteers and performers, as well as other church staff members as needed. The production manager is expected to provide leadership in the areas assigned.

III. Responsibilities

a. Technical Theatre Duties

- i. Act as liaison between designers and director.
- ii. Develop and adhere to build schedule and production timeline; and share with production team, updating as needed.
- iii. Work in scene shop building/painting sets.
- iv. Build or find all properties needed for each production.
- v. Participate in lighting design and execution.
- vi. Participate in sound design and execution.
- vii. Assist Costume designer as needed.
- viii. Act as liaison with building maintenance.
- ix. Maintain scene shop, costume shop, stage and backstage areas, in a clean, organized, safe, and functional state. Including stock of necessary supplies and materials.

- x. Recruit, train, and oversee technical theatre volunteers.
 - xi. Recruit, train, and oversee running crew volunteers.
 - xii. Develop, Oversee, and Enforce Safety program and procedures.
 - xiii. Act as technical and logistics liaison for renting organizations.
 - xiv. Maintain a working knowledge of current stock of props, furniture, and costumes.
 - b. Administrative Duties
 - i. Assist DDAM with development of season and production budgets.
 - ii. Maintain financial records of production expenses, and adhere to budget.
 - iii. Assist with promotional outreach.
 - iv. Oversee rental/borrowing program (props, furniture, costumes) and maintain clear records.
- IV. Personal Qualities
 - a. Moral Integrity
 - b. Openness and confidence in ability to relate to people of all types and differing views.
 - c. Appreciation for and support of the theological beliefs of the Presbyterian Church as an expression of the Reformed faith, especially with regard to the interpretation of scripture, and the first presbyterian Church Personnel policy and statement of inclusiveness.
- V. Qualifications
 - a. Excellent Organizational skills
 - b. Ability to work cooperatively as part of a staff team.
 - c. Ability to manager multiple tasks and projects with efficiency and grace
 - d. Proactive and confident in problem solving or presenting solutions.
 - e. Demonstrated skill in scenic design, construction, painting, and decorating.
 - f. Demonstrated skill in sound and lighting design.
 - g. Working knowledge of up-to-date sound and lighting equipment and technology.
 - h. Demonstrated knowledge of technical theatre tools and techniques
 - i. Degree in Stagecraft or related field desired.