

Position Description

Title:	Associate Production Manager
Department:	Production Department
Reports To:	Assistant Dean for Theatrical Production
Supervises:	IATSE Local 1 Crew during Opera/Musical Theatre events
Internal Contacts:	Students, Faculty, Staff
External Contacts:	Overhire Crew, Guest Artists, Designers, Theatrical Equipment Vendors including lighting, rigging, scene shops
Employment Status:	Full-Time; Non-Exempt; 10-month position (August – May)
Salary Range:	\$50,000 to \$51,500
Start Date:	January 2025

Position Summary:

The Associate Production Manager supports MSM's Production Managers in overseeing the planning and execution of all Opera and Musical Theatre productions. This is a 10-month position (August through May of each year).

Domains:

Opera/Musical Theatre Productions

- In collaboration and consultation with Production Managers:
 - Maintain a detailed production budget for each production, including but not limited to physical production elements and production labor.
 - Maintain production calendars for all productions.
 - Acquire purchases and approve expenses within preapproved budgets.
 - Coordinate post-mortem meetings for each theatrical production.
 - Provide accurate crew schedule information for payroll purposes.
- Support Production Managers to provide oversight for all activities in the theatre from load-in through strike.
- Provide support and assistance before and during rehearsals and performances as needed, including room set up and rehearsal report requests.
- Aid in coordination and communication of student tech schedules; send daily schedule emails to the Musical Theatre student tech/run crew teams.
- Schedule costume fittings for all theatrical productions.
- Assist with creation and communication of crew schedule.
- Scribe and distribute notes for all production meetings.
- Assist Production Managers with tasks as assigned.

Precollege Productions

- Work with the Production Manager as additional support for MSM Precollege productions.
- Create production calendars for productions in consultation with the Production Manager.
- Schedule and take notes at production meetings in consultation with the Production Manager.
- Manage all rehearsal needs and process rehearsal report requests.
- Communicate the resources that can realistically be used to the creative team and staff.

Job Requirements:

- 1+ year Production Manager experience or 3+ years APM experience.
- Professional demeanor, superior written and verbal communication skills, comfort in high- pressure situations, and the ability to adapt are essential.
- Solution-oriented and ability to collaborate with teams of various backgrounds.
- Working understanding of the operations of Carpentry/Rigging, Automation, Lighting, Sound, Props, and Costumes.
- Working knowledge of Microsoft Word, Excel, Outlook, Zoom, Vectorworks required.
- Must be able to read and evaluate technical drawings; ability to draft is a plus, but not required.
- Experience with IATSE crews and contracts preferred.
- Ability to work irregular and extended working hours.
- Ability to move throughout the theatre and office environment and continuously perform essential functions for an extended period of time.

Contact Information:

Send letter of application and résumé including three references to:

Email: teichroew@msmny.edu, Christina Teichroew, Assistant Dean for Theatrical Production

No phone calls, please.

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