



**Assistant Production Manager**  
**– Job Description**

**JOB TITLE:** Asst. Production Manager

**ALTERNATE TITLES:** APM

**REPORTS TO:** Director of Production

**JOB TYPE:** Seasonal, Salaried

**SUPERVISES:** Shop Heads & Technical Director

**GENERAL JOB STATEMENT:** The Assistant Production Manager assists and supports the Director of Production in the day-to-day operations of the production department. Responsibilities will include coordinating special projects between departments, researching/organizing budget sheets, serving as a representative of the DOP onsite, and coordinating all venue-related needs for production.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- In collaboration with the D.O.P., research and establish budgetary necessities for production department.
- Coordinate with facility staff as needed to ensure production needs are met.
- Assist in sourcing materials as needed for productions.
- Attend and lead production meetings as needed.
- Attend all technical rehearsals, designer runs, and production meetings.
- Assist in daily check-ins with each shop.
- Generate budgetary spreadsheets as needed.
- Assist D.O.P. in ensuring safety standards are met.
- Assist D.O.P. in archiving production paperwork, media, photos, etc.
- Any additional tasks as requested by the Director of Production.

**QUALIFICATIONS AND SKILLS:**

- Ideal candidate will possess excellent communication and organizational skills.
- 2-3 years supervisory and/or management experience.
- Microsoft Office skills are a must.