

Assistant Production Manager/ Venue Coordinator – Job Description

JOB TITLE: Asst. Production Manager/Venue Coordinator

ALTERNATE TITLES: APM

REPORTS TO: Director of Production

JOB TYPE: Seasonal, Salaried

SUPERVISES: All Shops, Crew, and other members of Production Staff

GENERAL JOB STATEMENT: The Assistant Production Manager/Venue Coordinator assists the Director of Production in the day-to-day operations of the production department. The responsibilities will range from 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 DOP, research and establish budgetary necessities for production department.
- Coordinate with facility staff as needed to ensure production needs are met.
- Be the point of contact for building maintenance needs.
- Coordinate with facility staff on additional space needs throughout the season.
- Assist in sourcing materials as needed for productions.
- Attend and lead production meetings as needed.
- Take and distribute production meeting notes.
- Attend all technical rehearsals, designer runs, and production meetings.
- Assist in daily check-ins with each shop.
- Attend and lead changeover meetings as needed taking notes and distributing.
- Updating the production calendar as needed.
- Generate budgetary spreadsheets as needed.
- Assist DOP in ensuring safety standards are met.
- Assist DOP 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.
- Background in stage, production, or event management.
- Microsoft Office, Google Suite, Adobe skills are a must.