



## Production Manager

## Job Announcement (2023)

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**Rorschach Theatre seeks a Production Manager to join our staff (currently three full-time employees) as a half-time salaried employee, starting as soon as May 15, 2023.**

**About Rorschach:** Founded in 1999, Rorschach Theatre tells stories that allow for innovative design and visceral performances. The company treats productions as “installations” that surround the audience with the world of a play. The work centers on the intersection of magic or impossible moments and every day human experiences. Without proselytizing, it provides a complex, intellectual catalyst for self-exploration of challenging subjects.

<https://rorschachtheatre.com/>

Rorschach Theatre produces four large-scale projects a year as well as two smaller events:

- Three theatrical productions that run for 4-5 weeks
- A “Psychogeographies Project,” a seven-chapter, season-long site-specific adventure told through letters and artifacts that culminates in an in-person production (one of the three mentioned above)
- Magic in Rough Spaces – a week of new play development that culminates in three public staged readings
- Klecksography – an artist development program in which 20-30 theatre artists are brought together for a week to create a series of new short plays

Candidates should have a valid driver's license and it is preferred that they have access to a car and be comfortable occasionally driving larger vehicles.

### **Job responsibilities include:**

- Finding and hiring artistic and production positions for full productions, workshops, special events and our season-long “Psychogeographies Projects” (With guidance and support from RT leadership)
- Creating and maintaining season-long production calendars.
- Scheduling and leading production meetings
- Facilitating communication among production teams & managing design deadlines

*(Duties continued on next page)*

- Coordinating equipment (lighting, sound, video) rentals and returns  
This is done with the advice and support from designers and hired production staff. Each full production has a Technical Director who may take on these duties, but the supervision of the Technical Director falls to the Production Manager
- Coordinating shows Build, Load-in, & Strike Logistics  
This is done with the advice and support from designers and hired production staff. Each full production has a Technical Director and a Master Electrician who take on these duties, but the supervision of these positions falls to the Production Manager
- Troubleshooting technical and logistical set-up and provide general hands-on support during load in and tech week
- Facilitating the execution of any technical fixes necessary during the run of shows (With advice and support from designers and hired production staff)
- Supporting communication and coordination between Production team and Front of House during the run of shows

**Dates:** The Production Manager would start as soon as **May 15, 2023** and be expected to work approximately 15 hours/week in regular weeks and up to 30 hours/week during the weeks leading up to full productions.

There may be a short period of transition time between the outgoing Production Manager and the incoming one - during this time the new production manager may be paid hourly while training.

**Compensation:** \$22,000/year, Half-time salaried position with a flexible time off and vacation policy and opportunities for growth into a full-time position in the coming year/s.

**COVID SAFETY:** We will be following CDC guidelines and city ordinances.

**We ask that all our staff be vaccinated** before coming on board. If you are only partially vaccinated let us know and we can discuss the possibility of further safety precautions until you're fully vaccinated.

**To Apply:** Send cover letter and resume to [info@rorschachtheatre.com](mailto:info@rorschachtheatre.com).  
**FOR BEST CONSIDERATION please apply by Friday, April 28, 2023**