

We are the Denver Center for the Performing Arts. We are best known for our touring Broadway shows and Tony-winning theatre, but as a not-for-profit organization that serves the entire Rocky Mountain region with the best arts programming and education possible, we're so much more than that.

Production Manager: The Denver Center for the Performing Arts (DCPA) is accepting applications for the position of Production Manager. The Production Manager is responsible for the day-to-day oversight of the production department.

Primary skills include:

- Day to day oversight of all aspects of production including budgetary and scheduling management & oversight
- Coordinates and runs most meetings including: PDH, Design Conference, Production Meetings
- Liaisons with department heads to ensure projects are moving forward appropriately
- In collaboration with Director of Production, create and maintain production budgets and big-picture schedules
- Facilitate Production resources for special events in collaboration with Development & Marketing
- Serves on the Off-Center leadership team
- Work with Artistic and Director of Production to suggest creative teams
- Serves as lead production manager for 6-8 projects per season
- Other duties as assigned by manager.

Requirements Include:

The ideal candidate will have the following experience/education:

- BFA or equivalent experience in production management
- Minimum of 4 years' experience as a production or theatrical project manager
- Prior experience in other area(s) of technical theatre

The most qualified candidates will possess the following:

- Prior experience in a LORT or equivalent environment
- Prior experience with IA crews
- Knowledge of AEA, USA, and SDC contracts and regulations
- Positive attitude and driven work ethic
- Proven track record leading a driven group
- Enjoys working in a collaborative environment
- Significant experience with Microsoft Office
- Valid driver's license

This position is a full-time position with benefits. If you're interested in applying, please e-mail a cover letter, references, salary requirements and resume to hrdirector@dcpa.org No phone calls please.

The Denver Center for the Performing Arts is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from minorities and women. This position will remain open until a diverse pool of candidates is identified.