

## **Production Manager, LIVE EVENT SPACE NAME**

The Live Event Space Name (LES) at WABC is looking for an experienced Production Manager to join our team.

The Live Event Space Name hosts about 150 events every year, everything from staff meetings and panel discussions to concerts and theatrical productions. As our Production Manager, you will be the person who keeps everything going on behind the scenes moving efficiently, on time and on budget. You must have excellent judgment, communication skills, and attention to detail as our organizer in chief and a public-facing representative of ABC Public Radio.

If you don't like the idea of being a manager who also occasionally pitches in with the ushers to stack chairs, this isn't the job for you. We are a small staff with a workload that varies greatly from day to day and throughout the course of a season. Join us if you're flexible, unflappable, and ready to do whatever it takes because "the show must go on."

### **RESPONSIBILITIES:**

- Oversees all aspects of LES operations, creating and implementing procedures that foster efficiency, maximize resources, and create conditions for top level performance
- Processes all LES invoices, expense reports, contracts, etc. and maintains an appropriate system for digital recordkeeping
- Acts as a gatekeeper, creating and enforcing policies that ensure the safety and security of LES operations
- Manages all LES rentals, maintaining our application materials, negotiating contracts, conducting tours for prospective renters, scheduling events, and making an effort to build and foster client relationships
- Schedules internal events and oversees their execution
- Tracks LES budget on a weekly basis
- Tracks ticketing on a weekly basis
- Maintains and updates LES calendar on a daily basis
- Works with the Assistant Production Manager to book staff for all LES events and to create and disseminate plans and line schedules for all rental and internal events
- Secures permits needed for alcohol service, sidewalk closure, etc.
- Makes recommendations and places orders for pantry items, office supplies, and other items needed for production
- Supervises the Assistant Production Manager and per diem front-of-house staff
- Assists with house management, stage management, artist services, and special projects as assigned
- Complies with all ABC Public Radio and department policies and guidelines

### **QUALIFICATIONS:**

- Minimum of 5 years of relevant experience in the field of event production
- Proven staff, project, and budget management skills
- Knowledge of performing arts, music, culture and news
- Ability to think creatively and conceptually
- Ability to serve as a highly organized, self-sufficient, deadline-oriented manager who

proactively solves problems

- Excellent communication skills—both oral and written—with a reputation for building and maintaining relationships with people at all levels of an organization, across a diverse range of cultural, generational, ethnic, racial, educational and social backgrounds
- Intellectual and emotional depth, maturity, self-confidence and interpersonal skills to work effectively and/or interact with the other Live Event Space Name staff, executives at ABC Public Radio, colleagues, vendors and patrons