

Production Manager Responsibilities

It is the primary role of the Production Manager to provide the show's director with whatever assistance he/she needs while simultaneously making sure that the rules and regulations as spelled out in the production manual are adhered to. It is imperative that the Production Manager have a solid working knowledge of the policies and practices established by the Unitarian Universalist Church of Annapolis in regard to how Dignity Players is permitted to function under its auspices as spelled out in the production manual.

Primary responsibilities include, but are not limited to:

- Scheduling church space with the church administrator for rehearsals in accordance with the rehearsal regulations spelled out in the production manual
- Getting set/prop/costume approval from the Artistic Director PRIOR to the start of rehearsals
- Assisting the director with his/her staffing needs inclusive of a stage manager and/or technician
- Scheduling the stage manager and/or technician for tech rehearsals and performances
- Assisting the director with set construction and prop collection – ensuring that all set, costume, and prop materials are properly stored in the Dignity Players storage closet at all times except when specified in the production manual
- Managing the production budget provided by the Artistic Director – submitting receipts and reimbursement requests to the Artistic Director
- Working with the DP Organizational Team Member on specific performance nights to ensure that set-up and strike are performed according to the policies laid out in the production manual
- Training the stage manager and/or technician on the operation of church lighting and sound equipment, the production's set and prop configuration, and set-up/strike/shut-down procedures
- Training the director in set-up/strike/shut-down procedures for both rehearsals and performances
- Distributing marketing materials and complimentary tickets provided by the Artistic Director to the cast and crew of the assigned production
- Working with the director and cast to collect cast, director, and staff bios for the playbill as well as collecting the director's notes at least one week prior to opening – delivering all bios to the Artistic Director
- Scheduling with the Artistic Director, show director, and cast a single photo shoot at least one month prior to opening
- Working with the Artistic Director during tech week and the DP Organizational Team Member during performances to ensure that chairs, the piano, and all podium materials are moved ONLY in the presence of a DP Organizational Team Member and only to the extent spelled out in the production manual

The Production Manager is granted the authority to limit the activities of the show's director in relation to church and production manual policy, and is considered the authority in all manners related to the church and Dignity Players.