



## JOB DESCRIPTION

**Job Title:** *Production Supervisor*

**Department:** Production

**Reports To:** Director of Production

**FLSA Status:** Exempt

**Organization:** The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

**Position Summary:** This position will work closely with Theater leadership, production staff, and stage management to facilitate production processes.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

### Production Planning & Management:

- Determine and carry out the technical requirements for production riders as assigned.
- Work with internal and external clients to clarify production needs and make recommendations that balance costs and need as assigned.
- Implement best practices for the Apollo's production department.
- Provide estimates for labor/equipment as assigned.
- Assist in contracting for additional rental equipment as needed and approved
- Attend and manage productions as Production Supervisor and/or Stage Manager as assigned.
- Work with the Theater Ops Department, to determine necessary requirements for advancing events, including building the production schedule.
- Schedule and run production meetings for Apollo Presents and Facility Sales events.
- Attend, coordinate and/ or schedule load-ins/outs, tech week rehearsals, as required.
- Assist in supervision of production staff.
- Create all production documents: event briefing documents, contact lists, backstage lists, run of show, schedules, and other production paperwork for distribution for all events as assigned.
- Acquire all information for events and disseminate information to all departments including front of house, security, production staff, box office, and maintenance.
- Communicate and collaborate with various departments (including but not limited to Facility Sales, Programming, Education, Marketing, & Facilities) to ensure enhanced production service, program development and client satisfaction.
- Maintain relationships with Programming Directors, Stage Managers and Outside Production Teams/Talent to meet their Artistic goals as well as those of the Theater.
- Supervise Events Services Manager and Events Coordinator.

### Implementation:

- Coordinate and oversee the preparation and implementation of lighting, sound, video and rigging designs and stage configurations.
- Schedule, supervise, and inspect work performed by I.A.T.S.E. Local 1 Stagehands
- Oversee production set-up, rehearsal, performance and restore as assigned
- Ensure proper use of all Apollo technical equipment and performance facilities
- Monitor and exemplify safe work practices
- Oversee in-house or contracted maintenance and repair of technical equipment

*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*

- Stay abreast of technical advances in the field of theater/entertainment technology
- Oversee inventory, maintenance, and assist the DOP in purchases of all technical supplies and equipment.

**Staff Development:**

- Assist the DOP in the Hiring, training and supervision of I.A.T.S.E. Local 1 Stagehands in accomplishment of all production activities
- Assist the DOP with the Apollo Education Department to develop and maintain robust internship programs

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and/or competency required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Five or more years' experience in technical theater and stage management.
- Experience with union stagehands a plus
- B.A. or equivalent professional experience
- Administrative and leadership experience
- Excellent written communications skills and oral communication skills (both in person and in mail correspondence)
- Ability to actively listen, manage and prioritize multiple tasks
- Demonstrate excellent judgment and attention to detail
- Interpersonal and communication skills are crucial, as well as the ability to work on a team in a fast-paced, detail-oriented workplace
- Ability to clearly communicate technical and artistic concepts in writing
- Ability to work independently as part of a coordinated team
- Ability to work under pressure when necessary, and to pitch in to get the job done when a deadline looms
- Late night and weekend work hours required
- Computer literacy is essential, especially proficiency at Microsoft Office Suite and Vectorworks
- Passionate commitment to theater, production, and to The Apollo's mission
- Constant dedication to personal & departmental improvement
- Commitment to getting things done
- A can-do attitude
- Out of the box thinker
- Ability to find "yes" and not settle for "No"
- Applicants with the ability to read minds will be given special consideration
- Sense of humor a plus

**Supervisory Responsibilities:** Directly supervises employees in the following positions and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

- **Events Services Manager**
- **Events Coordinator**
- **Production Stagehands**

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required

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to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

**TO APPLY:**

**Send resume, cover letter and references to [theateropsjobs@apollotheater.org](mailto:theateropsjobs@apollotheater.org) with "Production Supervisor" as the subject line.**

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