

PRODUCTION MANAGER

Job description

No Jive Productions Inc **PRODUCTION MANAGER** responsibilities for its upcoming 2006-2007 tour of "His Double Life". This individual must have great communication skills. Must be familiar with the operations of a theatrical play. The Production Manager encompasses supervising, planning, and coordinating, budgetary, coordinate travel arrangements for cast and crew, design and technical aspects of a production, make sure hotel accommodation are meat, ground transportation is scheduling for all events. The staff Production Manager supervises managers in the areas of: Scene shop, electrics, sound, costumes and props, and schedules and facilitates weekly meetings. The production manager creates work schedules and ensures that work areas are properly equipped/maintained. Overseeing construction, load-in, and strike of production. You will handle all aspects of the tour, creative, financial, technological and administrative, throughout all phases from inception to completion, including coordination, supervision and control of all technical aspects of the production. This position serves as a liaison between sales consultants and clients. This person must be able to multitask.

Skills Requirements

- Must have a two to four year college degree in theater, broadcasting, marketing, video production or journalism
- Excellent communication skills
- Must know about lighting, sound and props
- Computer skills example: Microsoft Word, Microsoft Publisher,
- Must be a BIG TEAM PLAYER
- Able to adapt to change well
- Highly organized, thorough and pays attention to detail
- Make sure the program is in order and running on time
- Must be able to keep the team spirit alive
- Be a leader and the final arbitrator. Provide the last word

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the executive producer or producer.

Position Type:	Part-time
Estimated Salary:	Open
Travel:	Yes
Phone Calls:	No
Under Contract:	Yes

Mail Resume to:	No Jive Productions Inc Attn: Human Resources Job Code: HDL-PM PO Box 170767 Miami, FL 33017
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Or email:	jobs@nojiveproductions.com
Immediate Supervisor:	Executive Producer, Producer & Director

Note: The job description above may be changed at anytime with or without notice