



PACIFIC CONSERVATORY THEATRE

Job Description

Position: Associate Production Manager
Department: Production
Classification: Full-time. Exempt

Reports to: Production Manager
Direct Reports (staff): None
Revised: April 2026

POSITION SUMMARY

The Associate Production Manager (APM) is responsible for the operational execution of PCPA's production activity under the strategic direction of the Production Manager. The APM holds primary ownership of assigned show production management, guest and company logistics, onboarding coordination, outside events, and script administration. On productions explicitly assigned by the Production Manager, the APM exercises full production management authority within defined scope.

The APM serves as the designated deputy for the Production Manager in cases of planned absence, under terms documented by the PM for each instance. This position requires independent judgment within established parameters, high attention to operational detail, and disciplined adherence to organizational hierarchy and communication pathways. The APM does not hold standing supervisory authority over production department heads except as explicitly delegated by the Production Manager.

EQUAL EMPLOYMENT OPPORTUNITY & EDI STATEMENT

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. We believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will maintain a safe and welcoming working environment, free from any aggressions, and will interrupt behaviors that hinder our efforts to create an equitable, diverse and inclusive environment. We will make space for open communication that enhances relationships with all staff and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

ESSENTIAL JOB FUNCTIONS

Assigned Production Management (25%)

- On productions explicitly assigned by the Production Manager, exercise full production management authority: maintain production schedule, manage approved budget, and facilitate communication and deadline adherence among production team members.
- Serve as primary point of coordination between directors, designers, and department heads on assigned productions, operating under general supervision of the Production Manager.
- Attend and document all production and design meetings for assigned shows; distribute notes and track action items.
- Attend technical rehearsals, dress rehearsals, previews, and note sessions for assigned productions; escalate unresolved production issues to the Production Manager promptly.
- Monitor shop progress and rehearsal process for assigned shows; report schedule or budget risks to the Production Manager as they arise.

Guest & Company Logistics (25%)

- Arrange travel, temporary housing, and local orientation for all guest designers, directors, and contracted artists.
- Coordinate arrival logistics: facilities tours, parking permits, keys, phone lists, paycheck and reimbursement access, and policy document distribution.
- Coordinate travel and housing for company members traveling on PCPA business.

Onboarding & Administrative Coordination (15%)

- Coordinate the production department's role in the HR-led onboarding process for new company members, including communication systems access, facilities orientation, and required document distribution.
- Coordinate vehicle use with AHC Plant Services: request, scheduling, maintenance reporting, gas credit card management, and trip card submission.
- Secure vehicles (rental cars, school buses) in support of Outreach Tour, Solvang performances, photo calls, youth programming, and other company activities.
- Arrange and track piano tuning and repair as needed.

Outside Events & Facilities Coordination (15%)

- Serve as primary point of contact for non-PCPA requests for theatre use (AHC departments, Dance, Music, Community Education, PCPA Foundation, and outside rentals).
- When designated by the Production Manager, serve as production manager for outside events: identify space and time needs, resources, and costs; schedule and supervise staff and student crews; coordinate billing and payment processing.
- Coordinate AHC housing and other facility resources for company use throughout the season.

Production Meeting & Rehearsal Support (15%)

- Attend production check-in meetings and show production meetings as assigned; support agenda preparation and action item documentation.
- Chair pre-production design meetings when designated by the Production Manager.
- Attend technical and dress rehearsals as assigned, with coverage during multi-venue summer season and when the Production Manager is managing competing operational priorities.
- Support coordination of show-specific scheduling and resource needs on behalf of the Production Manager.

Conservatory & Student Support (5%)

- Moderate the company housing Discord server; notify students and interns of available housing opportunities. Students and interns with housing procurement needs or conflicts are referred to the appropriate Conservatory Director.
- Assist in coordination and delivery of information packets to incoming staff and guest artists; delegate appropriate tasks to Production Intern.
- Support production internship program logistics as directed by the Production Manager.
- All PCPA production staff positions are expected to work with students, learners and those who are in development as professionals.

OTHER DUTIES:

- Attends EDI, sexual harassment, anti-bias, anti-racist, and other Human Resource trainings and workshops.
- Works in a manner consistent with understanding and demonstrating inclusive behaviors; maintains a safe and welcoming working environment, free from any aggression; and interrupts behaviors that hinder PCPA's equity, diversity and inclusion efforts.
- **This description reflects examples of essential functions. It does not proscribe or restrict the tasks that may be assigned. Performs other related work as required.**

REQUIRED QUALIFICATIONS

- Bachelor's degree in Theatre, Technical Theatre, Production Management, or a related field; or an associate's degree in a related field with a minimum of five (5) years of equivalent professional experience; or an equivalent combination of education, training, and professional experience as determined through an objective review of qualifications.
- Ability to read and evaluate ground plans, construction drawings, and light plots.
- Experience with Vectorworks.
- High proficiency with Microsoft Excel, Word, and Adobe Acrobat Pro; working knowledge of production management platforms (Propared, Smartsheet, or equivalent).

- Demonstrated ability to manage production schedules and show budgets independently.
- Excellent written and verbal communication skills; strong organizational and administrative skills.
- Ability to work independently, exercise sound judgment, and meet deadlines under time pressure.

PREFERRED QUALIFICATION(S):

- Master's Degree in Theatre, Design & Production, Stage Management, or a related field; or a minimum of 2–4 years of additional professional experience in production management, company management, or an equivalent operational role in professional or educational theatre.

TRAVEL

- Posses or be able to obtain a valid California license to drive.
- If one does not possess a vehicle, find reliable, alternative modes of transportation.

PHYSICAL DEMANDS

- This person needs occasionally ascend/descend ladders.
- This person needs to move about an office and building to access files, other offices, and parts of a theatrical building.
- This person frequently communicates with students, staff, and members of the public about travel, housing, and onboarding. Must be able to exchange accurate information in these situations.
- Occasionally will work in outdoor weather conditions.
- Occasionally will need to move equipment weighing up to 50 pounds

POSITION TYPE & EXPECTED HOURS OF WORK

This is a full-time position. Core business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. The nature of professional theatre production requires schedule flexibility; evening and weekend work is expected on a recurring basis, particularly during technical rehearsals, performances, and multi-venue summer operations. Occasional off-site work is required at PCPA's Solvang venue and other locations as assigned.

Note: This description is not exhaustive and reflects essential functions of the position.