

**POSITION:** Assistant Production Manager  
& Company Manager  
**POSTING DATE:** October 2024  
**STATUS:** Full-time  
**REPORTS TO:** Production Manager  
**POSITION AVAILABLE:** Immediately



## **ABOUT ROUND HOUSE THEATRE**

Round House is a theatre for everyone. We enrich our community through bold, outstanding theatrical and educational experiences that inspire empathy and demand conversation. We work toward equity, diversity, and inclusion across all aspects of our organization; we highlight voices that have been historically misrepresented and under-resourced by the theatre field; and we ensure that our work is accessible to patrons of all ages, cultural backgrounds, economic groups, and physical ability. Our [organizational values](#) include a [commitment to be an anti-racist](#), anti-sexist organization. We actively encourage people from a variety of backgrounds with different experiences, skills, and stories to join us and develop our working practice.

Round House Theatre is one of the largest professional theatres in the Washington, DC area. A nonprofit professional LORT theatre with an annual budget of more than \$8 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House produces a six- show season of new plays, modern classics, and musicals for more than 50,000 patrons each year at its newly renovated 350-seat theatre in Bethesda in addition to providing educational programs for more than 5,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

## **JOB SUMMARY**

The Assistant Production Manager/Company Manager provides support for all performance-related events by assisting the Production Manager and Artistic Department in supporting the company of all productions in the Round House Theatre season. This position is responsible for organizing travel, housing, and in-town transportation for all out-of-town artists. In addition, the APM/CoMan will assist in budgeting, staffing, scheduling, artistic coordination and management for all productions to ensure their efficient, effective and timely execution. The position will be based primarily at the Theatre in Bethesda but will also require some work at the Administrative Offices in Silver Spring and Production Facility in Rockville. Position will include significant weekend and evening hours.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate and arrange all travel, housing, transportation, and other amenities for out-of-town artists to ensure that all feel welcomed and supported as they work away from home.
- Provide support to the entire company of each production, answering questions and providing resources as appropriate to all guest and staff artists.
- Assist Production Manager with facilitation, supervision, and coordination of performance-related programming, to meet theatre's high standard of artistic excellence.
- Attend meetings, rehearsals, previews, performances and special events as needed.
- Track and reconcile expenditures against season budget for all production-related expenses, including equipment, fixed assets, materials, and supplies.
- Provide administrative and logistical support for Production Manager including scheduling and communication, processing mail, answering phone calls, taking and distributing meeting notes, and transporting supplies between spaces.
- Assist with supervision of Production Department personnel including overhire crew, apprentices, and interns.
- Facilitate hiring and payroll process within Production Department, including run crew, and overhire personnel, as well as preparation of weekly payroll for Department.
- Assist with acquisition and maintenance of equipment & supplies needed by the Production Department. Oversee loans to and from other theatres.
- Serve as primary Production Manager of the Education Department's Teen Performance program. Serve as mentor to the students and assist in the training of the student designers and tech crew to help them fully realize their student-run production.
- Assist in developing, implementing, and evaluating Production Department policies and procedures.
- In conjunction with the Facilities Manager, prepare theatre for move to stage, technical rehearsals, performances, rentals, and special events.
- Participate in Round House's equity, diversity, inclusion, and accessibility (EDIA) efforts, including potentially serving on the rotating EDIA group and helping to fulfill and promote Round House's mission and values.

## **QUALIFICATIONS AND CAPABILITIES**

*Where the qualifications are described in terms of formal education or direct work experience, Round House welcomes the substitution of relevant prior experience.*

- One to three years of experience in production management, stage management, or comparable work preferred.
- Ability to handle multiple projects simultaneously with attention to detail and deadlines.
- Proficiency with MS Office, particularly Microsoft Excel and Word, and general aptitude for using computers.
- Driver's license required; own car preferred.
- Demonstrated management and leadership skills, including use of both written and oral communication as well as use of discretion when dealing with sensitive information
- Demonstrated financial accounting ability.
- General knowledge of technical theatre required, including stage management, carpentry, sound, electrics, scenic art, etc.
- Knowledge of contracting and union agreements (AHEA, USA, LORT, SDC, etc.)

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions listed below.*

- Ability to spend approximately 70% of the workday stationary at a computer in a shared office and in the theatre during technical rehearsals
- Ability to support event set up, including standing, walking, bending, frequent use of hands, stooping, and lifting (at least 25 pounds)
- The noise level of workspaces is usually moderate

## **BENEFITS**

- Salary: \$45k - \$48k
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

## **HOW TO APPLY**

Submit a cover letter and resume to [jobs@roundhousetheatre.org](mailto:jobs@roundhousetheatre.org). Round House Theatre is an Equal Opportunity Employer. Candidates from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit [RoundHouseTheatre.org](http://RoundHouseTheatre.org). No phone calls please.