

THE LAGUNA PLAYHOUSE – Production Coordinator

Reports to:	Artistic Director & General Manager
Position Status:	Full time, Regular, Exempt
Salary:	\$70,000 or Commensurate with Experience
Benefits:	Medical & Dental (Shared Expense); 401K; Paid Vacation & Sick Leave; Paid Holidays
Application:	Cover letter must accompany resume submission
Starting:	August 30, 2021

About Us: Laguna Playhouse, a nationally acclaimed, non-profit, professional theatre located steps away from the Pacific Ocean in the charming arts colony of Laguna Beach, CA seeks a full-time Production Coordinator. Reporting directly to the Artistic Director and General Manager, the Production Coordinator is responsible for overseeing all aspects of the Production Department, ensuring that all productions are executed within budget in a safe, efficient, and timely manner while maintaining artistic excellence and integrity.

About the Position: The Production Coordinator oversees not only the daily operations of all technical departments, but also advances all shows produced and presented by the Playhouse. The position directly supervises the following departments: scenery, scenic arts, props, electrics, audio, costumes and stage management. In addition to full productions, the Production Coordinator is also responsible for providing technical support to the Education Department, the TYA outreach tours, special events and outside rentals of the venue.

About the Culture: The person most successful in this position is a multi-tasker at heart, who enjoys being able to switch easily between focusing on the details of each production while also keeping a keen eye on the advanced needs of all upcoming productions across the season. The Production Coordinator will help take the production department of a vibrant and growing non-profit theater to the next level. The right candidate will thrive in this warm, welcoming and creative atmosphere that embraces individuality and is artistically fulfilling, forward-thinking and dog friendly!

Qualifications: This is an extraordinary opportunity for a driven leader who understands the impact of the arts.

- Minimum of three years' experience as the head of Production or as a member of a production management team
- Broad understanding in all aspects of technical theater
- Ability to manage shifting and competing priorities, exercise good judgment and discretion and maintain a positive attitude in stressful environments
- Night and weekend hours required
- Experience creating, monitoring and adhering to budgets
- Strong background in overseeing production calendars and schedules
- Ability to read a script and assess requirements in regards to staffing, budgeting and design
- Excellent computer skills and knowledge of common industry-specific software such as CAD/QLab
- Experience reading ground plans, light plots and other theatrical specifications
- Self-motivated, detail oriented, works effectively both within a team and in self-directed situations

Responsibilities:

- Hire all Production Department personnel including casual (over-hire) labor
- Process, track and reconcile all production department accounts payable as well as over-hire and Production Staff payroll for each pay period
- Establish, monitor and maintain all Production equipment and supplies
- Provide designers with copies of the current floor plan, section view and pipe grid plan of the theatre along with budgets, schedules and production assumptions to perform their duties and advise them as to the physical limitations of the theatre and related equipment
- Subsequent to design approval by the show's Director and the Artistic Director, request working drawings from the Set Designer and prepare a preliminary cost analysis of all scenic elements to ensure that budgetary limits are maintained
- Ensure copies of the scenic drawings are made available to the various scene shops so the bidding process may take place in a timely fashion. This information should include all necessary information to construct and paint all scenic elements, including set and/or hand props, necessitated by the production
- With the Technical Director, coordinate and monitor the construction of all scenic elements, including props, required by the production
- Coordinate and monitor the transportation, load-in and assembly of all scenic elements at the Playhouse
- Coordinate the scheduling of production meetings with each Director and Stage Manager and with the General Manager and the producer for a special event
- Work closely with the Director, Stage Manager, Designers and other Production staff to ascertain the needs of the production during the rehearsal process
- Monitor the notes received from the Stage Manager's Report and supervise the Production Staff in taking action where needed
- Coordinate and "sign off" on all visiting Production Technical information including riders, staffing, scheduling and contract agreements (with General Manager and Technical Director)
- Other duties as assigned

Physical Requirements of the Position:

- Employees will be required to provide proof of vaccination as a condition of employment. When providing such documentation, employees are instructed to omit any additional medical information other than proof of FDA-approved vaccination against COVID-19 infection. Please note any record of employee vaccination will be maintained as a confidential medical record.

To apply for this position, please send a cover letter and resume to Human Resources under the heading:

Production Coordinator Position Application
Cover letter must accompany resume submission
hr@lagunaplayhouse.com