



## PRODUCTION & VOLUNTEER MANAGER

### GENERAL DESCRIPTION

Live Arts is seeking an experienced production & volunteer manager to advance our 33-year legacy of producing high-quality, volunteer-powered theater in downtown Charlottesville.

This is a full-time position that performs two separate but related roles for this beloved community theater. The position reports directly to the artistic director.

- 1) The **Production Manager** works with designers, the technical crew, and the administrative team to make sure the technical elements of a show are completed safely, on time, and on budget. The production manager plays a central role in the production process, facilitating it in the same way a stage manager facilitates the rehearsal and performance process.
- 2) The **Volunteer Manager** recruits and engages the volunteer actors, production teams, and interns to power our theater.

### SPECIFIC DUTIES

#### Production Management

##### Show Management

- Help run auditions and callbacks in coordination with the artistic director, show director, and production stage manager.
- Orient stage managers in all Live Arts spaces and review all building procedures and protocols.
- Assist artistic director in preparing agendas for production meetings, and conduct all production meetings from the first all-team meeting to the final meeting prior to tech weekend. Set up the camera, mic, and screen for hybrid meetings.
- Review the expectations, policies, and procedures in the Volunteer Handbook and Volunteer Code of Conduct at the first all-team production meeting for every show to ensure volunteer safety and encourage compliance.
- Meet with the director and designers after the designer run-through to discuss any additional needs or concerns.
- Supervise tech week, including: created and disseminated the tech schedule in a timely manner; attending paper tech, rehearsals, and other tech working sessions, as needed; trouble-shooting specific issues that may arise; checking in with technical director,

designers, stage managers, and directors to ensure work is completed and prioritized; coordinating and attending the donated or Board-hosted tech Sunday meal for cast and crew.

- Assist the technical director in creating and disseminating the strike schedule to the team in a timely fashion.
- Act as liaison between producers, directors, designers, stage managers, and Live Arts production and administrative staff.
- Provide production support as needed for education and other organizational events.

#### Budgeting & Purchasing

- Oversee the production budgets in conjunction with the artistic director. Advise the artistic director on budget shifts between departments to accommodate unforeseen expenses or changing design concepts. Work with departments to find solutions to budget needs.
- Track and monitor rolling production expenses with support from the office manager.
- Note specialized technical needs for productions (e.g., projector, special effects, video) in consultation with the technical director, show director, and artistic director.
- Initiate, coordinate, and track rented/borrowed materials and equipment, including returns.
- Assist the technical director and designers with purchasing, sourcing, and researching materials.
- Work with the office manager to order and restock supply needs for the production team.

#### Calendaring

- Assist the artistic director in the creation of production timelines and ensure that all information is correctly transferred to the online Google calendar.
- Use the production timelines to create and maintain the season rehearsal, production, education, and event calendar in conjunction with the artistic director and administrative team.
- Monitor space availability for rehearsals, rentals, and other requested uses. Troubleshoot conflicts.

### **Production-Related Volunteer Management**

#### Volunteer Recruitment

- Assist the artistic director in recruiting volunteers to serve in producing, directing, design, and stage management roles for each production.
- Work with the technical director in building volunteer production teams for every show in the season, including volunteers for set builds and strikes. Secure assistant stage manager, running crew, dressers, and board operators.
- Serve as the liaison to the volunteer-led Playwrights' Lab and Readers' Circle with support from the office manager and artistic director.

#### Volunteer Outreach

- Actively recruit new volunteers who reflect a diversity of backgrounds, skills, interests, and lived experiences using a variety of methods, especially face-to-face recruitment.
- Actively engage in community outreach in concert with the executive director, artistic director, education director, gift officer, and audience experience manager.
- Collaborate with the marketing coordinator to promote production-related volunteer opportunities on the Live Arts website, weekly volunteer newsletter, social media channels, paid and earned media, and signage.

#### Volunteer Engagement & Recognition

- Actively promote a culture of volunteerism and engagement at Live Arts. Ensure that volunteers feel engaged and valued in meaningful roles that match their evolving interests and skill sets.
- Work with staff and production teams to foster a culture of respect, fun, and inclusion among volunteers. Develop positive, trusting relationships with volunteers.
- Work with the artistic director to reduce barriers to participation by providing parking passes, snacks, and occasional transportation stipends to volunteers.
- Recognize and reward volunteers on an ongoing basis in ways that are meaningful to them.
- Partner with the office manager to coordinate the annual Rave Review volunteer recognition event.

#### Volunteer Training

- Collaborate with the education and technical director to provide ongoing opportunities for production-related volunteer training, enrichment, and development to all production teams.
- Conduct regular volunteer orientations on how to get the most out of volunteering at Live Arts.
- Orient and train production team members at the beginning of each production process, if needed.

#### Volunteer Administration

- Assist the executive director in updating the [Volunteer Handbook](#) (an HR guide for volunteers) and Volunteer Code of Conduct annually.
- Maintain a database of volunteers and auditioners in PatronManager, with support from the office manager. Identify volunteers by skills and interests.
- Work with the data manager to track the number of production and non-production volunteers engaged in Live Arts each year.
- Answer inquiries about getting involved at Live Arts.

## QUALIFICATIONS

#### Attributes

- A love of theater and the people who make it.
- A strong belief in volunteerism and appreciation for Live Arts' legacy as a volunteer-powered community theater.

- An abiding commitment to advancing diversity, equity, and inclusion at Live Arts and in the community.
- High emotional intelligence and an ability to build relationships of trust.

#### Skills

- Demonstrated ability to work well under pressure, successfully manage multiple projects, meet deadlines, and adapt to changing priorities and needs.
- Excellent organizational skills with an ability to focus on details while remaining acutely aware of the big picture.
- Ability to collaborate with a tight-knit team of production teams, technical director, staff, and the artistic director.
- Excellent problem-solving skills. Can easily adapt to the ever-changing realities of producing the technical side of theater and is adept at tackling unexpected malfunctions during all phases of a production.
- Clear, honest, open and transparent communication style. Ability to communicate and coordinate detailed information.
- Ability to learn new technologies and a curiosity to solve problems creatively.
- Comfort with making decisions.
- Ability to inspire, empower, and engage volunteers of all skill levels and backgrounds.
- Aptitude with systems and technology.

#### Required Qualifications

- Bachelor's degree or equivalent work experience.
- General knowledge of all technical and production aspects of theater, including basic sound set-up, lighting equipment and design, stage management, and the overall production process.
- Experience in recruiting and managing volunteers.
- Willingness and ability to work evenings and weekends, as needed.

### **COMPENSATION & BENEFITS**

This is a full-time, exempt position that reports to the artistic director. The salary is \$38,000-42,000, based on experience.

#### Benefits include:

- Individual health and dental insurance after 45 days of employment. Live Arts pays 80% of the premium.
- 20 days of paid time off annually during the first five years of continuous employment.
- Nine paid holidays each year, including one "floater holiday" to be used at the employee's discretion.
- Subsidized downtown parking.
- Complimentary tickets to shows.

### **TO APPLY**

Interested applicants should email a cover letter and resume to Artistic Director Susan E. Evans at [susan@livearts.org](mailto:susan@livearts.org) by April 12, 2024. Applications will be reviewed as they are received, with an ideal start date of June 1, 2024.

Live Arts is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor. We are committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and retain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation.

## **ABOUT LIVE ARTS**

Powered by 1,200 volunteers, Live Arts is a national model for engaged community theater. For more than three decades, we've dedicated ourselves to the mission of "forging theater and community" in downtown Charlottesville. Our engagement in local communities runs deep, and we happily attract participants and audiences from across Central Virginia. We're known for exceptionally high caliber productions that reflect the remarkable talent of our volunteer actors, designers, and production teams. We're also known for our provocative programming that makes us unique among community theaters.

We are the anchor tenant in a custom-built, four-story performance space in the heart of downtown. The building is shared with two other respected arts organizations and owned by a separate nonprofit, Charlottesville Contemporary Arts, Inc. (CCA)

Live Arts is a hub for creativity, theater education, and community connection. Each year, we present a compelling season of plays and musicals. Since 2023, we have presented an ambitious, multi-week festival of new works that attracts playwrights from across North America. We welcome students of all ages to our year-round classes and workshops, offer teen and young adult playwriting programs, and run award-winning youth summer camps that introduce young artists to all aspects of theater.

We support the development of local works and provide resources for volunteer-led groups including the Playwrights' Lab, Readers' Circle, Costume Guild, and Scenic Tech Guild. And for more than 25 years, we have provided tech support to high school and college theater groups performing at the Edinburgh Festival Fringe in Scotland.

We aspire to be "a welcoming home for all stories and storytellers." Our work is guided by six core values and beliefs:

- **Community**—We believe in forging community connections by engaging people in the creation of locally produced, volunteer-powered theater.
- **Creativity**—We believe in the power and beauty of creative expression in all its forms.
- **Equity**—We believe that advancing diversity, equity, inclusion, and accessibility is essential to the creation of relevant theater. We believe in treating every person with respect.
- **Social Change**—We believe in theater as a platform for social change and a way to explore the pressing issues of our time.
- **Learning**—We believe in the joy of learning, personal growth, and the value of

education at every stage of life.

- **Artistic Courage**—We believe in artistic excellence, pushing boundaries, and taking risks in all aspects of our work.

It takes more than \$1.1 million annually to fund this remarkable nonprofit theater. In a typical year, half of our income comes from ticket sales, education fees, rentals, and concessions. Grants, sponsorships, and philanthropic gifts make up the other half.