



HIRING ANNOUNCEMENT

PRODUCTION MANAGER (Contractor)

Moving in the Spirit is an award-winning creative youth development program. We use the discipline of dance to help children and teens develop the social, emotional, and cognitive skills they need to thrive.

Summary

The Production Manager will collaborate with Moving in the Spirit's Rental Manager to coordinate and support the technical execution of Moving in the Spirit and non-Moving in the Spirit stage productions and rental events. Responsibilities include coordinating production needs, technical logistics, scheduling technical crew, and identifying venue and facility requirements necessary for successful event execution.

The contractor will serve as a lead technical resource for productions and rentals, supporting lighting, sound, video, rigging, and backstage operations as needed. Intermediate knowledge of theatrical production systems, including lighting, audio, video, and rigging, is required. The contractor is expected to maintain and expand familiarity with Moving in the Spirit's theater systems, infrastructure, and equipment.

The contractor may also provide technical leadership related to stage lighting and production systems, including programming lighting and audio consoles, coordinating technical production planning, and supporting long-term equipment and infrastructure needs.

Position: Production Manager

Position classification: Contractor

Work Week: Monday–Sunday; Actual weekly schedule will vary based on production and rental needs. Evening and weekend availability is needed.

Hourly Rate: \$40/hour

Anticipated hire date: September 2026

To apply, please submit the following to hr@movinginthespirit.org:

Please note that incomplete submissions will not be considered.

1. **Resume**
2. **Letter of Interest** that includes:
 - A summary of your relevant production management experience.
 - A description of your experience working with performing arts organizations, schools, nonprofits, or similar environments.



3. **Production Portfolio** demonstrating your work. The portfolio may include examples such as production schedules, run-of-show documents, production books, technical riders, cue sheets, ground plans, production photos or videos, and other relevant production management or technical documentation (with any confidential information removed).
4. **Three (3) Professional References** who can speak to your production management experience, technical expertise, reliability, and professionalism.

Service Description

The Production Manager may provide the following services:

1. Coordinate and support the technical execution of performances, rehearsals, rentals, and special events, including lighting, sound, video, staging, and related production elements.
2. Collaborate with the Rental Manager to advance event needs and determine technical, staffing, and facility requirements for each rental or production.
3. Coordinate, direct, and provide oversight of stage crew and contract technical labor, including adherence to theater safety practices and operational procedures.
4. Provide training, guidance, and technical support to contract labor, students, staff, and event personnel related to backstage operations, stagecraft, lighting, audio, and production technologies.
5. Maintain awareness of production equipment and supply inventory needs and provide recommendations regarding repairs, replacements, rentals, or purchases as appropriate.
6. Support compliance with organizational operational procedures, venue policies, and applicable safety standards related to production activities and backstage operations.
7. Coordinate communication and technical operations between production teams, renters, contractors, and organizational departments to support successful event execution.
8. Provide technical production planning support, including operation and programming of lighting and sound consoles and use of production visualization or related software platforms as needed.

Required Qualifications

- **3–5+ years of experience in live event production, theatrical production, or technical direction**
- **Must possess or be able to obtain OSHA-compliant certification and employer authorization to operate the organization's Genie aerial lift.**
- **Intermediate knowledge of theatrical production systems, including:**
 - **Lighting systems and console operation/programming**
 - **Audio systems and live sound reinforcement**
 - **Video/projection systems**



- **Basic rigging and stage operations**
- **Experience advancing productions from planning through execution, including technical logistics and coordination**
- **Experience overseeing or coordinating technical crews or contracted labor**
- **Strong understanding of backstage operations and theater production workflows**
- **Ability to work independently in live performance environments**

Preferred Qualifications

- **Experience working in performing arts, nonprofit, or youth-serving arts organizations**
- **Familiarity with production planning tools, lighting/audio visualization software, or related systems**
- **Experience supporting both rental operations and in-house productions within the same venue**
- **Background in training or mentoring technical staff or students**

Working Conditions

Services are primarily performed in a professional theater and event venue environment and may include work in low-light conditions, tight spaces, elevated work areas, and around technical theater equipment and electrical systems. Services may require operation of production equipment, including lifts and staging equipment, and occasional lifting, moving, kneeling, reaching, and other physical production-related activities.

The contractor is responsible for following applicable safety procedures and industry-standard precautions while performing services.