



Title: Production Manager

Reports to: Producing Director

Classification: Full-time, exempt (salaried) position

What We Offer:

This position is eligible for a full array of benefits, including health and life insurance, 401k retirement plan, paid time off (vacation, sick, and holidays), and complimentary tickets to Cygnet performances. Cygnet is also committed to celebrating its employees through happy hours, team-building activities, and goal-based celebrations.

Pay Range: \$70,500 - \$74,000 /Year, based on experience

Location: On-site at Cygnet Theatre's home, The Joan at Arts District Liberty Station, with some flexibility for occasional remote work.

Apply to: Interested candidates should email a resume, cover letter, and salary requirements to: jobs@cygnettheatre.org

ABOUT CYGNET THEATRE

Cygnet Theatre is one of San Diego's premier theatre companies, serving over 50,000 patrons annually with a nearly \$5.5M budget and growing. We seek dedicated and innovative professionals to help support our operations in this exciting facility, The Joan. At Cygnet, we believe in the power of theatre to inspire, ignite debate, and celebrate the human story. Join us in bringing this mission to life in our new, state-of-the-art venue!

JOB DESCRIPTION

The Production Manager shall oversee all technical and logistical aspects of our theatre season. This role is central to ensuring each production is delivered safely, efficiently, within budget and to the highest artistic standard.

Key Responsibilities:

- Manage production budgets, tracking expenses, labor and forecasting needs.
- Maintain production schedule, including build timeline, tech periods, and crew calls.
- Coordinate with designers and department heads on all technical elements: scenery, lighting, sound, costumes, props and wigs/makeup.
- Serve as the primary venue liaison for load-ins and safety compliance.
- Lead and support technical teams, stage management, and production staff.
- Hire over-hire crew and temp positions for production department.
- Manage payroll hours and supervise crew calls for all production staff.
- Oversee procurement, fabrication, and installation of all production elements.
- Troubleshoot technical challenges and maintain workflow efficiency with the Technical Director.
- Ensure adherence to health and safety standards and protocols.
- Manage the integration of all technical elements during tech week.
- Support stage management with backstage operations as needed.
- Oversee ongoing maintenance of technical elements throughout the run.
- Plan and manage strike, load-out, and storage or return of materials.
- Collaborate with Directors, Stage Managers and Designers to ensure production meets artistic and technical expectations prior to opening of a show.

Qualifications:

- Professional experience in technical theatre and/or production management.
- Strong budgeting, scheduling, and organizational skills.
- Proven leadership and communication abilities.
- Knowledge of theatre safety standards and best practices.
- Experience with multi-show seasons or rentals is an asset.
- Strong interpersonal skills with the ability to coordinate between creative and administrative departments.
- Ability to work flexible hours, including evenings, weekends, and holidays as needed.

Working Conditions:

- Primarily an on-site role within the theatre and administrative offices.
- Frequent collaboration with directors, designers, production staff, and administrative personnel.
- Occasional evening and weekend work required for rehearsals, performances, and special events.

Cygnnet Theatre is committed to diversity, equity, and inclusion. We encourage candidates from all backgrounds to apply. We are an equal opportunity employer and do not discriminate based on race, color, religion, gender, gender identity or expression,

Join us in leading exceptional theatre productions at Cygnnet Theatre!