



1860 Minnehaha Ave W, St. Paul, MN 55104 • PH: 651.209.3575 • www.interactcenterarts.org

Job Posting: Production Manager (Independent Contractor) - Fall Production

Interact Center for the Visual and Performing Arts is seeking a highly skilled and experienced Production Manager to join our team for our upcoming Fall production. As an independent contractor, you will play a critical role in ensuring the success of our fall production by overseeing and managing all aspects of the production process.

About Interact Center: Interact Center for the Visual and Performing Arts is a non-profit organization dedicated to providing artistic opportunities for individuals with disabilities. Our mission is to create art that challenges perceptions of disability and transforms communities. We produce innovative and inclusive performances that celebrate the unique talents and perspectives of our artists.

Responsibilities:

- Collaborate with the artistic team to develop and implement a production plan, ensuring smooth execution of all production elements.
- Manage and coordinate production timelines, budgets, and resources.
- Coordinate hiring and supervision of production staff, including stage crew, technical crew, and other personnel as required.
- Coordinate and manage all technical aspects of the production, including set construction, lighting, sound, and special effects.
- Collaborate with the director, designers, and artists to ensure effective communication and seamless integration of technical elements into the production.
- Coordinate and oversee all rehearsals, technical rehearsals, and performances.
- Ensure efficient use of resources, optimizing productivity and minimizing costs.
- Resolve any production-related issues or conflicts that may arise during the production process.
- Maintain clear and open communication with all stakeholders, including the artistic team, performers, crew, volunteers, and Interact Center staff.

Qualifications:

- Minimum of 3 years of experience in theatrical production management or related field.
- Strong knowledge of all technical aspects of theater production, including set construction, lighting, sound, and stage management.
- Proven ability to manage budgets, timelines, and resources effectively.
- Excellent organizational and problem-solving skills.
- Strong leadership and communication skills, with the ability to work collaboratively with diverse teams.

- Flexibility and adaptability to meet changing production needs and deadlines.
- Experience working in inclusive or disability-focused arts organizations is a plus.

Contract Details:

- This position is an independent contractor role.
- The contract period begins in June 2023 with increasing time commitment starting in September 2023. The contract ends on November 20, 2023.
- The production schedule may include evenings and weekends, depending on the rehearsal and performance requirements.
- Compensation will be commensurate with experience and discussed during the interview process. Fee Range: \$7500-\$10000

How to Apply: Please submit a cover letter, resume, and any relevant supporting documents to joep@interactcenter.com by June 15, 2023. In your cover letter, please highlight your relevant experience and why you are interested in working with Interact Center for the Visual and Performing Arts. Background Check required prior to engaging services.

Interact Center for the Visual and Performing Arts is an equal opportunity employer committed to diversity and inclusion in the workplace.