



Near West Theatre
Production/Rentals Manager

Job Description
FULL TIME POSITION

POSITION DESCRIPTION: Production/Rentals Manager, Near West Theatre

The Production/ Rentals Manager is responsible for coordinating all theater production departments and will assure effective management of production designers, timetables, royalty contracts, and budgets. The Production/Rentals Manager is responsible for cost-effective management and planning of rental contracts in the new facility that has become a new source of earned income for the organization.

ORGANIZATIONAL BACKGROUND: Based on the Near West Side of Cleveland, Ohio, Near West Theatre has a unique identity as an intergenerational theatre where people of all ages work side by side, onstage and off. It prides itself on providing innovative, socially relevant musicals with casts of 35 to 65 people while maintaining affordable ticket prices so as to encourage audiences from all backgrounds.

Through its intensive community-building process, Near West Theatre nurtures long-lasting relationships that carry on beyond the walls of the theater. This process involves participants in developing the capacity to express themselves freely, to take risks within a group, to identify feelings and observations, and to make connections between their own life experiences and emotions and those of the piece being produced.

Near West Theatre champions inclusion defined as “fostering an open and affirming environment; maintaining affordability; acknowledging disabilities and special needs; honoring differences in race, culture, economic background, ethnicity, sexual orientation, spirituality, age, skill, mental health, physical ability, experience, education, and size.” Participants of economic means are in relationship with those who are struggling to make ends meet. This intersection of difference is the heart of Near West Theatre.

Near West Theatre is professionally directed and designed. The technical elements of the production are then turned over to volunteers, many of them teens and young adults who receive training to work on backstage crews. It involves entire families and members of the community in the implementation of support activities with each production (concessions/gift shop sales, box office, and ushering).

MISSION: Near West Theatre builds loving relationships and engages diverse people in strengthening their sense of identity, passion, and purpose, individually and in community, through transformational theatre arts experiences.

VALUES: Love, inclusion, integrity, creativity, activism, and continuity.

HISTORY: Near West Theatre was founded in 1978 as a summer youth theatre program in response to vandalism, violence and substance abuse by teenagers and to provide adults with a way to see young people as contributing members of the community. In 1983, it expanded its programming to include adults.

For 36 years, Near West Theatre rented the un-air-conditioned, inaccessible third floor ballroom of St Patrick's Club Building on the Near West Theatre side of Cleveland. Today, Near West Theatre offers programs that provide children, teens, and adults with opportunities to perform, to develop peer and mentoring relationships, and to explore and develop skills. Programs are designed to involve the greatest number of participants which is why the vehicle of musical theater is most often used. Near West Theatre has grown to become home to many who seek a safe place in which to grow, learn and be responsible participants in their community.

NEAR WEST THEATRE THEATRE'S FUTURE: Near West Theatre just celebrated its one-year anniversary of moving into its \$7.3 million, debt-free, 25,000 square foot theater and community center in the Gordon Square Arts District. Using a highly energy efficient design that incorporates elements of the European *Passivhaus* method and a full solar roof, Near West Theatre opened its new home to the community on February 28, 2015. Since 2002, the economic and social impact of this growing district – and of the cooperation among three non-profits which came together to form the district – has been felt in Cleveland's Detroit Shoreway neighborhood and beyond. In its new home, Near West Theatre will be able to increase its impact in the community, expand its programs previously limited by its rental space, and diversify its programming and services.

BUDGET AND STAFF: Near West Theatre has an annual operating budget of approximately \$1,000,000 (20% earned and 80% contributed) and just completed its 37th season. Planning is underway to explore the opportunities for earned income that will come in the new facility. The theater has 7 full time, 2 part-time special and one part-time staff members. Near West Theatre contracts with more than 50 professional artists annually, and its casts are all volunteers.

Key Responsibilities:

The Production/Rental Manager is responsible for budgeting, scheduling, supervising, and coordinating all production departments. The Production Manager is ultimately responsible for ensuring that all aspects of each production are completed within budget to the designers' and director's wishes.

The Production Manager oversees the cost effectiveness and planning of the entire production process. Responsibilities may include any or all of the following:

- Managing and supervising production staff and contracted production staff
- Securing the rights to present plays from the royalty house or publisher-agent
- Managing and overseeing royalty contracts including perusals
- Budgeting of contracted personnel and production costs associated with each production
- Creating schedule of day-to-day production activities as well as maintaining a master production schedule
- Creating facility schedule in coordination with the Technical Director
- Forming and overseeing the production team
- Setting and running of production meetings
- Scheduling rehearsals and performances
- Attending all technical rehearsals
- Taking notes through tech rehearsals and overseeing production work to its completion based on these notes
- Preparing financial accounts of the show's expenses and revenues, including all front of house financial operations/receipts
- Recruiting and securing of all tech crew members

The Rental Manager oversees the cost effectiveness and planning of all rentals. Responsibilities may include any or all of the following:

- Handling all inquiries for possible rental events
- Review all viable inquiries for goodness of fit with executive team
- Securing rental contracts with outside groups
- Securing the staffing needed/associated for events
- Creating and maintaining of budget for events
- Creating and maintaining of event schedules
- Scheduling and oversight of any meetings associated with events
- Overseeing day of event activities and troubleshooting
- Scheduling strike/clean up crew for events
- Financial accounting of the events' expenses and revenues
- Ensuring compliance with the theater's insurance, liquor, etc. rules as they relate to rentals

All production departments will report to Production/Rentals Manager.

The Production/Rentals Manager will report to the Artistic Director on any artistic production issues and to the Executive Director for any operational/financial issues.

KEY CAPABILITIES: Excellence in communications, strong interpersonal skills, ease in customer-centered communications with the public, ability to multi-task, strong technical skills, excellent time management skills, outgoing personality, detail-oriented and well-organized. Strong project management skills. Experience supervising required. Experience in and knowledge of the theater industry required.

Proficiency in Microsoft Office Suite, Adobe Creative Suite 6, Vectorworks and/or CAD.

REQUIREMENTS: Masters or a B.A. in theatre production, with a minimum of five years' experience in technical theater management. A commitment to the values and mission of the organization

PHYSICAL REQUIREMENTS: Normal physical demands include dexterity sufficient to operate a personal computer and other office equipment. Ability to travel to all areas throughout the building. Normal or corrected vision, hearing and speech. Must be able to carry 50 lbs. Must be comfortable being elevated on ladders and mechanical lifts.

JOB CLASSIFICATION: Full-time, exempt

WORK SCHEDULE: 9:00a to 5:00p (M-F), includes some evening and weekends

COMPENSATION: Near West Theatre offers a salary commensurate with qualifications and experience plus a comprehensive benefits package that includes health and dental insurance, life insurance, and paid time off.

If interested, please send cover letter, resume, references, and salary requirements no later than May 1, 2016 to: Near West Theatre, ATTN: Human Resources Department 6702 Detroit Ave, Cleveland OH 44102. Email: hr@nearwesttheatre.org

Position will remain open until filled. No phone calls, please. Near West Theatre is an equal opportunity employer and is strongly committed to creating a diverse and inclusive environment where a variety of backgrounds, cultures, orientations, ideas, and talents can flourish.