

THE FREIGHT

LIVE MUSIC. GLOBAL ROOTS.

JOB POST

TITLE:	Production Manager
REPORTS TO:	Director of Programming
SUPERVISES:	N/A
EMPLOYMENT TYPE:	Full-time, non-exempt
SCHEDULE:	Daytime hours, hybrid, some weekends and evenings
SALARY RANGE:	\$78,000 - \$80,000 annually

POSITION OVERVIEW

Reporting to the Director of Programming, the Production Manager is responsible for the on-stage, backstage, and other technical details of concerts at The Freight. This includes advancing sound, lighting, video, staging, live streams, artist hospitality, and other performer needs for all shows and rentals with agents, tour managers, band members, and other artist personnel. The Production Manager supervises the Assistant Production Manager, all sound, lighting, livestream staff, and the Operations Managers. This position also assists with production needs for other organizational special events and fundraisers as needed

RESPONSIBILITIES

PRIMARY RESPONSIBILITIES

Budget/Department Oversight – 50%

- Has oversight of departmental budget (Production), managing departmental expenses, and departmental labor costs
- Works alongside Director of Programming and Talent Buyer to develop departmental budget
- Supervises Assistant Production Manager, sound techs, lighting techs, livestream crew, and Operation Managers,
- Has oversight of the showroom, maintaining equipment, managing technical inventory, ordering of equipment or replacement parts and reporting other maintenance
- Schedules technical and production staff for each performance/event
- Responsible for hiring, onboarding and ongoing training of sound and lighting techs, livestream crew, and Operation Managers.
- Proposes an annual capital budget for showroom upgrades and

maintenance

- Provides support in troubleshooting problems with the Freight's sound and lighting systems.
- Schedules department staff meetings regularly.
- Fills sound shifts as needed when last-minute substitute is required.
- Represents the department as a member of the Leadership Team
- Works with HR to resolve any personnel conflicts/issues.

SHOW ADVANCEMENT/PLANNING – 40%

- General oversight of all pre-show and post-show activities within the showroom including artist load-in and load-out, soundcheck, issuing meal buyouts, start of show coordination with front-of-house staff, backstage and onstage set-up and teardown, artist payout, and any other issues that may arise on the day-of-show.
- Serves as the Freight's main point person with artists and representatives of artists once they are booked to perform at the Freight..
- Advances technical needs for all performances, as well as rentals.
- Handles guest list/comp requests for performers.
- Oversees hotel reservations for performers.
- Advances hospitality for all performers and coordinates fulfillment with other Operations Support, concessions and volunteer staff.
- Acquires or creates stage plot for sound tech setup use for all shows.
- Ensures that available in-house backline equipment (piano, amps, mics, cables, etc.) are available and ready for the performer(s).
- Prepares backline order with outside vendors when necessary.
- Arranges for volunteers to assist with showroom chair movement or backline loading in conjunction with our Volunteer Coordinator.

SPECIAL PROJECTS/OTHER – 10%

- Required to serve as a back-up for open sound and/or lighting tech shifts that cannot be filled
- Maintains the Freight's recording archive.
- Participates in weekly Leadership and Production meetings.
- Has a key role in identifying and addressing risk management issues that may arise in the theater and building including security, accidents and accident prevention, incidents reports and patron interaction.
- Responsible, along with the Director of Events & Facilities, for creating an up-to-date Evacuation Plan and Emergency Procedures.
- Assist with other Special Events at The Freight

DISCLAIMER: This job description is not designed to cover or contain an exhaustive listing of all activities, duties or responsibilities that are required of the employee. There may be additional duties as assigned.

SKILLS, KNOWLEDGE & ABILITIES

- **REQUIRED:** Must have a degree or certification in technical theatre, music production, sound/audio engineering, or a related field is a plus.
- **REQUIRED:** 3-4 years of experience in technical theatre, music production, sound engineering, and/or venue operations
- Working knowledge of technical aspects of concert production.
- Ability to solve logistical and technical problems including staging, lighting, sound and video/projections.
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with a diverse array of artists, clients and stakeholders, as well as internal teams
- Proficiency with G-Suite, MS-Office, and video conferencing tools; CRM software understanding is a plus
- Strong financial acumen and experience in budgeting and financial management.
- Must be present for several events weekly, which may require work on weekends, holidays, and evenings.
- Experience working in live music

The Production Manager will play a pivotal role in building the Freight's reputation as a premier music venue. This position offers an exciting opportunity to contribute to the success of a renowned institution.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

The Freight is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefit, training and working conditions.

TO APPLY

Please send a resume and cover letter to PC Munoz, Director of Programming at pcmunoz@thefreight.org. This position is open until filled.