



Loos Center for the Arts - Independent Contractor Posting Production Manager (Per Event Position)

Job Summary:

The production manager is the single point of contact for the technical side of an event. You make sure the show runs on schedule, that the crew knows the plan, and that the visiting artist or renting group has what they need. This role is always paired with a per diem position, usually the audio engineer A1 or the lighting designer/programmer, and is paid as a stipend in addition to that day rate. You coordinate lighting, audio, and stage crews, including student and professional stagehands, so each department can focus on its own work.

General Duties & Responsibilities:

- Serve as on-site technical liaison from load-in through load-out;
- Keep the day on schedule using the event schedule provided by the Executive Director;
- Coordinate with the other technical departments, stagehands, and venue management;
- Make sure student stagehands are supervised, safe, and given clear tasks;
- Enforce venue safety policies and make day-of decisions when plans change;
- Perform routine inspection and basic repair of technical equipment; and
- Report any incidents, damage, or overages to the Executive Director after the event.

Qualifications:

- Current Loos A1 or lighting designer/programmer, or an applicant to one of those positions;
- Strong communication and organizational skills;
- Working knowledge of lighting, audio, and rigging sufficient to coordinate those departments;
- Comfortable soldering, maintaining, and repairing audio, lighting, and stage equipment;
- Calm under pressure and comfortable making decisions;
- Nice to have: QLab or other show control experience;
- Must be able to lift 75 lbs; and
- Must pass a background check.

Terms of Engagement:

\$100 per event stipend, paid in addition to the day rate for the A1 or lighting position held for that event.

Scheduled by event, mostly evenings and weekends during the academic year. Paid as a 1099 independent contractor, not an employee. No benefits are provided.

Reports to:

Executive Director or their designee

Submit a letter of interest and summary of experience to:

Loos Center for the Arts

Eric Davidson, Executive Director
150 Route 169, Woodstock, CT 06281
edavidson@theloos.org

Closing date: until position is filled

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