Technical Director / Production Manager

Job Description
The Technical Director / Production Manager is a full-time position responsible for budgeting, scheduling work, and coordinating the work of various technical contractors and Mosaic staff related to production. He/She oversees the cost effectiveness and planning of the entire production process and is responsible for set construction and coordinating necessary maintenance of tech equipment, facilities and supplies.

Responsibilities include:

- Develop yearly production calendars with artistic leadership team
- Attend weekly production meetings as scheduled and additional meetings as needed with other Mosaic employees or other key stakeholders;
- Work with show Director and other technical contractors to plan all technical aspects of productions including but not limited to: wardrobes, set design, scene changes, sound, lighting and stage management.
- Distribute information to Mosaic staff, technical contractors and other key stakeholders as needed;
- Determine necessary technical supports, such as lighting, sound, staging, and special needs necessary for events and performances in advance of production dates.
- Assist guest designers with technical matters.
- Hire, supervise set construction crews within budgetary constraints and assist with set construction and stage management.
- Hire and supervise load-in, load-out and run crews within budgetary constraints.
- Monitor the condition of equipment including lighting, sound, and rigging equipment; arrange for repair and replacement within budgetary constraints; perform preventive maintenance on equipment.
- Assist with the preparation, management and communication of production budgets; maintain inventories and order production supplies.
- Plan, prepare and manage strike and tech week schedule
- Final review of production expenses with Associate Artistic Director
- Attend post production debriefs and/ or critiques
- Act as Technical support to First-Stage Technical Stagecraft Lead Teaching-Artist.
- Act as Scenic Designer and/or Lighting Designer for all Main Stage productions.
- Act as Scenic and/or Lighting Designer for Studio Productions.
- Act as Master Carpenter on all productions.
- Oversee and maintain Black Box Theatre, and Scene Shop/Storage.
- Participate in Tech Contractor hiring process.
- Provide facilities support including but not limited to set up and break down of rehearsal spaces, art installations, event support etc.
- Handle facility needs and serve as liaison at Mosaic’s office location, working with onsite UPSM facility staff.
- Responsible for management of Mosaic's main office building facilities.

Salary and Benefits:
Fulltime position. Comprehensive benefits package
Mosaic is an equal opportunity employer.

To Apply:
Email cover letter, resume and three references to hr@mosaicdetroit.org with the subject: Production Manager. No phone calls please.