



## Job Description

**Position Title:** Theater Production Manager

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul. For more information visit our website at [MIM.org](http://MIM.org)

The MIM Music Theater, located in the Musical Instrument Museum, gives guests the opportunity to “Listen to the World” through the presentation of a full schedule of live concerts and events featuring top performing artists from around the globe. The MIM Music Theater is committed to providing a world-class experience for guests and performers alike.

**Position Summary:** The Theater Production Manager of the Music Theater is responsible for overseeing all backstage/technical operations of this world-class concert venue, at all times ensuring the highest-possible production quality as well as the safety of performers and crew. The Production Manager also serves as the primary audio and recording engineer for a significant percentage of MIM concert productions.

Primary responsibilities include Theater technical department leadership; audio/recording engineer duties; production, personnel, equipment, and budget management; show advance and vendor management; project management of special projects or infrastructure work in the venue; and as-needed participation as event crew in other technical areas (lighting, stage management, video/webcast, backline, stagehand). Duties pertain to all uses of the Music Theater, including MIM concert seasons, other departmental programs, event rental operations, and in-house and rental recording projects. This position reports to the Theater Manager and shares some responsibilities with the Theater Manager.

### **Position Duties/Responsibilities:**

- Supervise the preparation, coordination, and operation of all concert/event production and recording activities for the MIM Music Theater. Develop and supervise production and recording budgets and schedules, supervise in-house Theater technical personnel, and ensure smooth functionality and the highest-possible production quality for all areas of Theater technical operations, including concerts, educational programs, special events, webcasts/broadcasts, rentals, and recording projects.
- Serve as audio/recording engineer on a considerable number of Theater events and projects, and facilitate the experience of guest engineers or artist crews when appropriate. Perform or oversee live sound, webcast/broadcast mixing, and archival/recording operations as needed for each event. Take a lead role in the maintenance and troubleshooting of all audio-related equipment and processes.
- Ensure adherence to policy and procedure for Theater technical operations, and make recommendations to the MIM Senior Leadership team as needed/requested.

- In consultation with the Theater Manager and Artistic Director, review artist contract technical riders and make recommendations to the Artistic Director regarding resources, budgets, and logistics for rider fulfillment.
- Supervise show advances performed by the Production Coordinator, and share advancing duties as needed. Recruit, schedule, and supervise top-quality over hire staff as required for MIM Theater event production, in collaboration with the Production Coordinator.
- Serve as a production contact for the Events Department regarding the technical needs of rental clients using the MIM Music Theater. In conjunction with other Events staff, coordinate schedules, equipment, and facility usage; offer logistics and budgeting assistance as needed; and assist users with contract compliance.
- In consultation with the Theater Manager and Artistic Director, participate in long-range planning and budgeting as it relates to the MIM Music Theater.
- Maintain positive and productive relationships with outside vendors, including leveraging/negotiating favorable arrangements for MIM whenever possible. Participate in promoting general awareness and favorable impressions of the MIM Music Theater among MIM staff, vendors, and external constituents.
- Perform other related duties and responsibilities as required or assigned, including filling in for other technical areas of event production as needed.

### **Qualifications/Skills:**

- Minimum of 5 years professional experience in a full-time supervisory/high-level position in technical and production management for a complex theatrical, music, or performing arts venue. References required.
- Advanced degree or equivalent certification in a technical theater program, including verifiable expertise in all major areas of concert production (audio engineering, lighting operation/design, backline, stage management).
- Extensive knowledge of Digi-design Venue, C-24, ProTools HD, wireless microphone systems, audio reinforcement software and signal flow. Proficiency with ProTools/Logic digital audio workstations in a recording environment.
- Recent experience and proficiency with webcast technology and workflow, and experience mixing audio for live broadcast/webcast.
- Proficiency with video systems (video switching, video production infrastructure, video editing/post-production)
- Must be available to work extended and flexible hours and work schedules, including evenings, weekends and holidays based on production and event schedule requirements.

### **The successful candidate will:**

- Work well and cheerfully in a team/collaborative environment.
- Be highly motivated and responsible when working independently or with minimal supervision.
- Have excellent organizational and communication skills, including the ability to work effectively with diverse personalities.
- Possess exceptional customer-service skills and professional poise when interacting with guest artists, venue/museum constituents and stakeholders, and other staff members.
- Meet deadlines and demonstrate a high level of professionalism and attention to detail, especially in a fast-paced environment.
- Demonstrate flexibility, creativity, and enthusiasm.

For more information please visit our website at [MIM.org](http://MIM.org)

Qualified candidates should submit a resume and cover letter via the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=78117&lang=en\\_US&source=CC3&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=78117&lang=en_US&source=CC3&cclId=19000101_000001)