



Job Description

Position Title: Theater Production Manager

The Mission of MIM: The Musical Instrument Museum (MIM)—a 501(c)3 non-profit organization—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

The MIM Music Theater, located in the Musical Instrument Museum, is a 300-seat, world-class, and extensively utilized facility. With over 300 annual performances, presentations, and educational events, the MIM Music Theater gives guests the opportunity to “Listen to the World.” Its primary focus is as a live concert venue, although it does occasionally participate in broadcast performances. The MIM Music Theater presents performances that reflect the Global nature of the Musical Instrument Museum. In all its activities, the MIM Music Theater is committed to providing a superior experience for guests and performers alike.

Position Summary: The Theater Production Manager of the MIM Music Theater is a role that combines music-production knowledge with exemplary communication. The Theater Production Manager will oversee all the backstage/technical operations of this state-of-the-art facility in tandem with, and in collaboration with, the entire MIM Theater Team, especially including Lead Audio Engineer and Systems Technician, Lighting Designer, and contracted over hires. This position reports to, and will collaborate extensively with, the MIM Theater Manager. The position will also work closely with the MIM Artist Director.

Position Duties/Responsibilities:

- Supervise the preparation, coordination, and operation of all concert/event production and recording activities for the MIM Music Theater.
- Advance all technical aspects for performances and events in the MIM Music Theater
- In consultation with the Theater Manager and Artistic Director, review artist contract production riders and make informed recommendations—both to the MIM Team and to Artist Manager—regarding resources, budgets, and logistics for rider fulfillment.
- Effectively guide and communicate with in-house Theater technical personnel, ensuring 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.
- Recruit, schedule, and supervise top-quality over hire staff as required for MIM Theater event production
- Serve as adviser to Theater Manager and Artistic Director on all technical aspects of the MIM Music Theater
- Serve as manager-on-duty in the absence of Theater Manager.
- Occasionally serve as technical crew member, filling in roles where expertise and abilities lie (including, but not limited to stage managing, lighting design, and/or audio engineering)
- Ensure adherence to policy and procedure for Theater technical operations and make recommendations to the MIM Senior Leadership team as needed/requested.

- Serve as primary production contact for the Rental and Education Departments regarding the technical needs of event clients using the MIM Music Theater.
- 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:

- Successful professional experience in a full-time supervisory/high-level position in technical and production management for a complex theatrical, music, or performing arts venue.
- Excellent written and verbal communication
- Expertise in all major areas of concert production scheduling, fulfillment, and logistics, with verified certifications being advantageous
- Ability to serve as audio engineer and/or lighting designer when schedule requires
- Recent experience and proficiency with webcast technology and workflow
- Proficiency with video systems (video switching, video production infrastructure, video editing/post-production)
- Availability to work extended and flexible hours and work schedules, primarily including afternoons/evenings, weekends, and holidays

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.
- Be positive and flexible with last-minute changes to performance logistics
- Exhibit creativity, enthusiasm, and willingness to learn and adapt
- Have experience in the general operations and languages of a non-profit organization

For more information please visit our website at 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&cclid=19000101_000001&jobId=412053&source=CC2&lang=en_US