

Production Manager Job Description Position Open in 2016-2017 Season

The person in this position is responsible for the hands on running of the show. At the inception of the show, the production manager must work within the budgeted amount for that year to prepare for the coming shows.

Consultation with the Director is mandatory, because the director must be aware of what is going on. The Director has the final say about what will affect the music for the Chorale, orchestra and soloists. The show should be produced to advance the creative ideas of the director and the Board.

Production has the responsibility to see that the rehearsal CDs are completed. That person does not have to perform the function; but see to it that the job is completed.

Large expenditures should be approved by the Seaway Board of Governors. Production can be an opportunity to advance the creativity of the show through staging, lighting suggestions, props, and scenery, and sound.

Become aware of what is available in the Production library: (Previously made costumes, scenery and props etc.)

Meet with a production team for ideas, and completion of the objectives. Consulting with the wardrobe/costume manger is important, especially for additions of changes during the show. Consulting with the auditorium manager at the school to coordinate hours of rehearsal, availability of staff and requests for special needs.

Some of the work can be done in advance (as ordering the backdrop if needed).

During the week of production the production manager is responsible for coordinating stage crew hired, the sound technician, and the lighting crew. The Production manager is responsible for creating and distributing production notes with the directions for the Chorale, the crew and suggestions for the lighting effects. .

Early arrival should ensure the skirting of the risers, if needed, the hanging of the backdrop, and using the other volunteers on production to help with props and scenery.

Production Achievements during the 2015/2016 season:

1. Working with a new members of the Production staff, who provided fresh ideas for our season. New members of the staff are Jeanne Martin, Rosemary Freeman-Thomas, Pat Hanks, Kathleen Grable. Those who have helped before are Michael Stiles, Melinda Petrucco, and Tammie Bodell; with limited help from Cindy Hewlett and Linda Soules
- 2 Obtaining the Lanterns of different colors with LED lights. .
- 3 Obtaining costumes rental for our “Bear Necessities” bear.
- 4 Obtaining appropriate backdrops for both the Christmas Show “Christmas Presents” in December and the Spring Show “The Magic of Music” with all Disney music, this past week.
- 5 Obtaining and fitting new iridescent colored skirts and dresses, with two styles of black tops for the ladies. We are planning on using these through our 40th anniversary season next year. We have plans next year to add the men’s colored vests to match the ladies.
- 6 We have also made use of the services of “Alterations and More” in Trenton for our alterations.
- 7 This year we have permanently obtained the band risers for our use, so we will no longer have to move them. They we remain at Flat Rock High School for our use.
- 8 We have purchased two frames to be used not only for publicity, but for advertising at the Trenton City Library window. This window is reserved for our use in November 2016 for our next Christmas Show.
- 9 Obtaining a contact with a new dancer (Patricia Daraban) from Sherry’s School of Dance to perform our Hawaiian song Mele Kalikimaka.
- 10 Using a combination of the Ensemble and the entire Chorale for the closing of the first half of our Christmas Show with “Go Tell It on The Mountain.”
- 11 The first time we have had the children sing with the entire Chorale in “Twas the Night Before Christmas” and “How Quietly” during the Christmas Show and “Let It Go” for the Spring Show.
- 12 We thank Jerry Herman for providing us with his fun and movement for both Santa and the Bear.
- 13 And again we thank “Two Men and a Truck for moving the piano, and other items at no cost.