

Production Supervisor (Technical Theater)

ABOUT US

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

Although The Wallis will not re-open its two indoor theaters prior to September 2021 due to the current state of the Covid-19 pandemic, The Wallis team will be active and imaginative while our theaters remain closed. We will continue to provide a robust mix of compelling virtual programs, both artistic and educational, as well as opportunities for meaningful patron engagement.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

ABOUT THE JOB

The Wallis is seeking a dedicated, collaborative, and detail-oriented technical theatre professional to join our team as **Production Supervisor** to report to the Director of Production while working in collaboration with the Technical Director. The Production Supervisor is a critical role to the success of our team and is responsible for accurately tracking production budgets and providing leadership and supervising technical staff (over hires) for various performances and special events at The Wallis. This position requires prior professional theatrical production management experience and knowledge of stage-related activities such as stage management, carpentry, rigging, electrics, sounds, properties, costume/wardrobe, stage design, touring, special effects, mechanization, drafting, structural engineering and theatre design. If you have theatrical technical and production skills, experience in technical theater leadership positions, meticulous attention to detail and are passionate about the arts and programming presented by The Wallis, we look forward to hearing from you.

WHAT YOU'LL DO

- Provide support to the Director of Production in all areas including, but not limited to, production, staff and over hire labor scheduling, performance budgeting, planning and coordinating the use of all stages and stage related equipment;
- Responsible to accurately track and maintain all production accounts and budget reports; and review and approve all technical crew payrolls, as well as general production expenses.;
- Supervise Production Office Manager as necessary for accounting data input, reports, petty cash and other related budgetary records;
- Assist with performance supervision at Wallis events as necessary, and stage manage special events or rentals as necessary;
- Assist in the creation, oversight, and enforcement of all Wallis production policies;
- Serve as an important logistics link with renters and assist in determining services to be provided by Wallis, by taking a lead role in communications, meetings and walk-throughs;
- Assist in the supervision of stage labor in compliance with Wallis policies and procedures;

- Demonstrate a willingness to take the most effective role for the production department.

SKILLS & EXPERIENCE NEEDED

- High School degree required. Bachelors or MFA preferred;
- A minimum of three (3) years' experience in theatrical production management required. Experience in other performance related areas desired;
- Knowledge of stage related activities such as stage management, carpentry, rigging, electrics, sound, properties, costumes/wardrobe, stage design, touring, special effects, mechanization, drafting, structural engineering, and theater design;
- Ability to specify and secure outside services and materials to support Wallis productions as needed;
- Thorough familiarity with Excel and Word required;
- Ability to draft in Auto/CAD and/or Vectorworks highly desired;
- Ability to plan ahead and facilitate in problem solving;
- Strong communication skills with professional artists and inexperienced renters;
- Able to supervise and direct crew activities;
- Able to show initiative and work efficiently in stressful situations;
- Demonstrated leadership skills, verbal and written communication skills, experience working with designers and a strong understanding of other areas of production.

PHYSICAL DEMANDS

While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; climb ladders and utilize motorized lifts; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Must be comfortable working at heights and able to work in catwalks 60' above ground; Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Some outdoor work may be required, occasionally at temperatures over 85 degrees.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email your resume to jobs@thewallis.org and include **Production Supervisor** in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.