



## **Production Manager - Seasonal: May – September 2022**

We're looking for a high-energy, detail-oriented Production Manager with great interpersonal skills to produce national touring live music and comedy performances at our 2300 seat all-ages, seasonal, tented outdoor theaters. We work together to orchestrate well-run, successful shows for the artists and make magic happen for our patrons.

The South Shore Music Circus, located in Cohasset, MA and the Cape Cod Melody Tent, located in Hyannis, is accepting applications for the position of Production Manager. Our theatres have been presenting live concerts, world-class artists, comedy performances continuously for over 70 years.

### **Responsibilities include, but are not limited to:**

- Recruitment, hiring, training, scheduling and supervision of stage hands/production crew, LD and engineers
- In charge of load-in and load-out of artist stage equipment
- Coordination among artists and Facility Manager, House Manager, Director of Production, Operations Manager and the CEO/Executive Producer
- Advancing of all events with touring Artist production staff, including but not limited to backline rental needs, transportation, hospitality, and merchandise sales
- Serves as Venue representative on day of show, handling all of the visiting Artist's load-in, load-out, and any on-site needs
- Arranging for and overseeing artist transportation and catering and all rider requirements
- Settlement with touring Artist's representative on the evening of the performance
- Reviewing/submitting departmental payroll, invoices, and show wraps

### **Qualifications:**

- Minimum of six years management experience in live concert production for venues with a capacity of at least 1,000 patrons
- Proficient in advancing concerts with at least three years' experience with national touring Artists
- Intimate knowledge of live music venue operations & equipment including sound, lights and stage management
- Must have highly effective interpersonal skills, be resourceful and forward thinking, and have excellent leadership skills
- Must have the ability to handle multiple responsibilities in a fast-paced live concert environment
- Flexibility to work necessary hours including evenings, weekends & holidays
- Proficient in Microsoft Office applications
- Proficiency in live concert audio engineering a plus
- Able to lift up to 50 pounds

For more information about our concert venue please visit: [www.themusiccircus.org](http://www.themusiccircus.org) or [www.melodytent.org](http://www.melodytent.org)

To apply for this position, email resume and cover letter to [jobs@themusiccircus.org](mailto:jobs@themusiccircus.org).