



Production Manager

www.avantbard.org

<https://www.facebook.com/AvantBardTheatre>

<https://twitter.com/AvantBard>

<https://instagram.com/avantbardtheatre>

Organization: Avant Bard Theatre (Washington Shakespeare Company [dba Avant Bard Theatre])

Office Address: 3700 S. Four Mile Run Dr., Arlington, VA 22206

Job Title: Production Manager

Employment Type: Part-time contract employee for each production

Compensation & Benefits: Negotiable

Locations:

- Rehearsal: 3700 S. Four Mile Run Dr., Arlington, VA 22206
- Performance: Gunston Arts Center, 2700 S. Lang St, Arlington, VA 22206

Position Description:

Avant Bard seeks a production manager for its 2023-2024 season productions: *Coriolanus* (a co-production with Longacre Lea) Jan-Mar 2024, and *Homeless Garden* Mar-May 2024. If you are interested in learning more about the organization and contributing your talents in an exciting and dynamic work environment, please reach out to us with an application!

Position Duties:

- Coordinating the production team.
- Coordinating production meetings.
Establishing production material deadlines with designers and ensuring said deadlines are met.
- Coordinating the use of the County shop with the Technical Director.
- Being on-site during technical rehearsals and to serve as Avant Bard's representative and to provide additional support where needed.
- Providing logistical support for the production team.
- Keeping track of all production expenses and the production budget.
- Communicating with the Producing Partner responsible for payroll any change in payroll for vendor fulfillment four business days prior to the second and fourth Fridays of each month.
- Keeping the production calendar current.

Location:

Rehearsals will be at Theatre on the Run (3700 S. Four Mile Run Dr., Arlington, VA 22206) and performances will be at Gunston Arts Center (2700 S. Lang St., Arlington, VA 22206). Staff are encouraged to care for their mental and physical wellbeing at all times to ensure a productive, safe, and inclusive environment.

To apply:

Send, via email, a letter of interest and your resume or CV to info@avantbard.org with "Production Manager Applicant" in the subject line. Please no calls.

Equal Opportunity

Avant Bard Theatre is an equal opportunity employer. Avant Bard is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, veteran status or other unlawful factors.

Avant Bard is committed to creating a diverse working environment of people who are hardworking, kind, optimistic, and committed to fostering art within the community. Avant Bard is also committed

Founding Artists

TJ Edwards
Brian Hemmingsen
Christopher Henley

Producing Partners

Kathleen Akerley
Sara Barker
Alyssa Sanders

Board of Directors

Edgar Ndjatou, President
Peter Threadgill, Secretary



Production Manager

www.avantbard.org

<https://www.facebook.com/AvantBardTheatre>

<https://twitter.com/AvantBard>

<https://instagram.com/avantbardtheatre>

to creating an environment inclusive of transgender people, nonbinary people, people of color, and people with disabilities.

Avant Bard provides reasonable accommodations for any application, interview, or other aspect of the production team selection process to applicants with disabilities. Please contact us at info@avantbard.org if you require assistance at any stage during the recruitment process. All outreach to info@avantbard.org is kept confidential.

###

Located in Arlington, Virginia, Avant Bard produces thought-provoking theatre. Avant Bard dedicates itself to productions of classic works—both time-tested and contemporary—that take provocative, bold approaches in intimate settings. Since 1990, Avant Bard has delivered high-quality, diverse, and accessible arts to the Washington, D.C. region. Avant Bard's mission includes a commitment to talent development, equity, inclusion, and programmatic excellence.

Founding Artists

TJ Edwards
Brian Hemmingsen
Christopher Henley

Producing Partners

Kathleen Akerley
Sara Barker
Alyssa Sanders

Board of Directors

Edgar Ndjatou, President
Peter Threadgill, Secretary