



**JOB DESCRIPTION:**      **Production Manager**  
Date:                              April 3, 2026  
Classification:                Full time (40 hours per week), exempt, benefits eligible  
Reports to:                      Director of Production

**POSITION SUMMARY**

The **Production Manager** at TimeLine Theatre Company (TLTC) manages design and technical hiring, communication and execution of all TimeLine productions, and serves as a key liaison with internal departments and visiting artists. Reporting to the Director of Production, this position is ideal for a highly collaborative and organized professional with strong communication skills who will supervise the technical operations, schedules, and communication across production departments. The position manages individual show production finances and human resources tasks, and they also provide logistical and technical support for rehearsals, production, and non-production related events, as well as long-term production facility needs.

This role requires knowledge of theatrical production, excellent attention to detail, flexibility to work during non-typical business hours as needed, and the ability to collaborate with various teams. All TimeLine employees are expected to perform their duties in a manner consistent with the organization’s core values and personnel policies.

This position will work at our new primary facility and theatre at 5035 N. Broadway in Chicago, and also at our Production Creation Warehouse located at 2321 N. Keystone in Chicago.

**PRIMARY RESPONSIBILITIES**

- **Artist & Employee Management:** The Production Manager will hire, on-board, manage and support seasonal and over-hire production staff, ensuring adherence to TLTC safety standards and respectful workplace practices. This includes management of design and technical hiring, communication, execution of all TLTC productions, and serving as a key liaison with internal departments and visiting artists.
- **Production Operations & Technical Oversight:** The Production Manager will support the Director of Production in the planning and scheduling of all TLTC productions and manage and coordinate the technical realization of each department’s designs across all productions. This includes overseeing the technical operations, scheduling, and facilitating communication across production departments during the design and production process. It also includes reviewing designs and assisting with estimating construction and labor costs, as well as supporting the safe engineering, construction, installation, and removal of all technical elements in collaboration with the technical supervisors.

- **Administrative & Departmental Coordination:** The Production Manager has primary administrative functions for all production departments, including budgeting, processing and tracking production-related transactions, and preparing financial reports, following production best practices. Additionally, they oversee human resources tasks, including managing paperwork for design, technical, and production staff, as well as creating and managing calendars and tracking tools in collaboration with the Director of Production. They also serve as a point of contact for cross-departmental coordination, supporting compliance with organizational policies, collective bargaining agreements, and safety protocols.
- **Technical Support of Spaces:** The Production Manager oversees the maintenance of production shops and stage spaces, ensuring a clean, safe, and organized work environment. They provide on-site logistical and technical support during rehearsals, load-ins, and previews, including oversight of technical notes, as well as providing support for non-production related events and long-term facility needs. They act as a resource and liaison for any rental productions or events.

### **ADDITIONAL RESPONSIBILITIES**

This role ensures and promotes a culture of safety and inclusion in all production workspaces, and they participate as a member of TLTC's Safety Committee, contributing to the development of safety procedures and training materials.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **COMPETENCIES**

- **Attention to Detail:** Meticulous in executing tasks to ensure high quality and accuracy.
- **Time Management:** Efficient with managing time and prioritizing tasks to meet deadlines.
- **Problem-Solving:** Proactive in identifying issues and implementing effective solutions.
- **Communication:** Excellent verbal, written, and visual communication skills, with the ability to clearly and succinctly ask and answer questions, provide updates, and describe the organization's financial situation.
- **Interpersonal Skills:** Works well in a team-driven environment, with the ability to collaborate and build relationships with colleagues and with external partners and vendors.
- **Technical Proficiencies:** Skilled user of standard power and hand tools, theatrical lighting, audio and video equipment, and standard software including Microsoft Office suite.

- **Financial Proficiencies:** Ability to develop and manage a budget and stay up to date with financial processes throughout the year.

## **EDUCATION & EXPERIENCE**

- Required: 3+ years of professional theatre experience in production management, technical direction, or related fields. Working knowledge of scenic construction, stage systems, theatrical audio, visual, and lighting equipment. Strong administrative and organizational skills, including experience managing multiple priorities and deadlines. Proficiency in Microsoft Office and Google Workspace. Excellent written and verbal communication skills. Experience tracking expenses. Demonstrated ability to foster collaboration and maintain positive relationships with diverse teams.
- Preferred: Proficiency in Vectorworks, AutoCAD, and/or other drafting software. Familiarity with collective bargaining agreements and union work environments. Experience supervising or mentoring technicians, interns, or seasonal employees.

## **SUPERVISORY RESPONSIBILITIES**

- The Production Manager supervises seasonal and overhire production staff, ensuring adherence to TLTC safety standards and respectful workplace practices. They serve as a liaison between production staff and visiting artists or technicians to ensure clear communication and safe work environments. They also serve as the primary supervisor for production interns and volunteers.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

This role will predominantly work onsite at TimeLine's facilities and may require being "on call" and working nights, weekends, holidays, and other times as demanded by campus operations, maintenance, repairs, and emergencies. Occasional remote work may also be possible. When working remotely, use of videoconferencing software and other teleconferencing equipment and a personal internet service connection will be required.

This role routinely uses equipment such as hand and power tools, theatrical equipment, computers, phones, and photocopiers. This role requires performing physical labor, lifting/maneuvering 60 pounds or more, climbing/negotiating stairs and ladders and working at heights of up to 30 feet is required.

## **COMPENSATION AND BENEFITS**

- \$55,000 - 60,000 per year based on skills, qualifications, and experience.
- Benefits package including health, dental, vision, and life insurance; optional 403(b) retirement (no company match at this time); and paid time off (vacation, personal, sick, maternity/paternity/adoption, and holiday)

It is an essential practice of TimeLine Theatre Company to recruit, hire, train and promote individuals, based upon personal capabilities and qualifications and without regard to race, color, age, sex, sexual orientation, religion, national origin or ancestry,

marital status, citizenship, disability, military status, creed, or any other trait or characteristic protected by law. TimeLine Theatre Company is dedicated to the goal of building a diverse staff and an inclusive work environment. This policy of Equal Employment Opportunity applies to policies and procedures relating to all terms and conditions of employment at TimeLine Theatre.

**TO APPLY**

Please apply through this link: <https://timeline-theatre-company.breezy.hr/p/9ecb6f7641ea-production-manager>

This position will be open until filled.