

# MAGIK THEATRE

**POSITION: Production Manager**

**APPLICATION WINDOW: Open until filled**

Magik Theatre, a professional theatre for young audiences in San Antonio, TX, seeks a production manager. This position requires a broad knowledge of all aspects of technical production, as well as excellent interpersonal, managerial, budgetary, organizational, problem-solving skills and, most importantly, a sense of humor. Ideal candidates will understand the intersectional nature of this position and thrive on collaboration. Additionally, candidates should be critical thinkers with the ability to problem solve, can self-direct, are eager to grow, have the ability to positively contribute to an anti-supremacist and inclusive workplace, and are enthusiastic about being a part of an organization that is in the process of reimagining how it can best serve its community. This is a full-time position with evening and weekend hours required.

Magik Theatre is dedicated to storytelling that activates imagination, grows young minds, and inspires creativity. Founded in 1994, Magik has produced more than 250 plays and musicals, employed more than 300 theatre professionals, and played to over 3 million children and families throughout the state of Texas.

The Magik Theatre is an Equal Opportunity Employer committed to equity, diversity, inclusion, and justice in our organization and our community, and thus we seek a broad spectrum of employees. We strongly encourage and welcome applicants who are Black, Indigenous or People of Color, as well as those who are from other underrepresented communities to apply.

## Primary Responsibilities

- Create and oversee all production budgets, working with department heads to ensure expenses are accurately tracked and stay within established budgets.
- Directly supervise the production team, building and maintaining a cohesive, inclusive, and collaborative environment.
- Negotiate and execute all guest artist contracts, including cast and creative teams.
- Manage and book travel and lodging for out of town artists.
- Work closely with department heads to ensure a smooth transition for designers and cast members from design and rehearsal phase into production.
- In collaboration with the management team, create and maintain Magik's season calendar.
- Collaborate with the management team on special events and theatre rental needs.
- All other duties as assigned.

## Qualifications

- Experience in theatrical production management, or closely related areas such as stage management, technical direction, costume shop management, or similar professional experience at a producing theatre.
- Strong project management skills that demonstrate the ability to deliver multiple projects on time and on budget with an eye to artistic excellence.
- Experience, ability, and commitment to collaborate with a vast array of artists, technicians, and administrators with diverse backgrounds.
- Ability to lead a team effectively and efficiently, delegating tasks based on a team members' skills and competency.
- Ability to read and interpret information from technical and design drawings.
- Creative problem solving skills and ability to anticipate challenges.
- Budget management experience.
- Proficiency in Google Workspace Apps and Microsoft Office.

## Compensation

The starting salary for this full-time position is \$48,000 annually. Benefits include employer-paid medical; dental and vision insurance; short-term and long-term disability insurance; life insurance; vacation and sick leave; paid holidays; paid family leave; and a simple IRA retirement savings plan with employer matching contributions. A relocation stipend is available.

TO APPLY Please send a cover letter and resume to: [employment@magiktheatre.org](mailto:employment@magiktheatre.org). Magik also welcomes alternative application methods such as video and audio submissions.

Please include **Production Manager** in the subject line of the email when applying.