



PRODUCTION MANAGER INFO PACK

The production manager is generally responsible for all budgeting, scheduling work, and coordination of the various production departments.

The production manager is ultimately responsible for ensuring that all aspects of the production are completed within budget, according to the designer’s and director’s wishes, and in time for the first public performance. They oversee the cost effectiveness and planning of the entire production process.

RESPONSIBILITIES INCLUDE ALL THE FOLLOWING BUT NOT ARE LIMITED TO:

- Budgeting
- Deciding date, time and venue
- Forming a production team of creatives, designers, managers and crew
- Production meetings
- Scheduling rehearsals and performances
- Setting the rehearsal venue
- First call
- Rehearsal process and preparation
- Risk assessment and management
- Bump in and out logistics
- Managing technical activities during bump in
- Financial accounting of the shows expenses and revenues

The production manager starts by putting together a production budget – the cost of finding and rehearsing the creative team, cast and orchestra, designing and making the scenery costumes and props, installing them all in a theatre, and marketing the results.

The production manager will then decide on the production budget plus a contingency fund to sustain the show until it is on its feet. In some companies they also determine how many weeks it will take to recover the production costs at varying levels of business operations.

The production manager is responsible for the development of a highly motivated and collaborative production team, which includes all those in charge of the various areas of the production – director, set designer, lighting designer, AV designer, costume designer, technical director, stage manager and crew operators.

The production manager also develops and distributes rehearsal, production, technical timelines and performance schedules, usually in collaboration with the director and stage manager. The production manager is also accountable for the development and delivery of all risk assessment and management processes throughout the rehearsal, production and performance periods.