



Production & Events Manager

Lawrence Arts Center Performing Arts Program

The Technical Director is a full-time, salaried exempt position. Benefits include health, vision, dental, 401K, Life Insurance, Employee Assistance Program, holidays, vacation time, and sick leave. The Salary range is \$36,000-\$40,000 /year. This position reports to the Director of Performing Arts.

The ideal candidate is highly organized, collaborative, and experienced in live performance production and event management with a passion for supporting artists and community programming.

Key Responsibilities

Production Management

- Work with the Program Director to develop and track production and event budgets.
- Oversee logistical planning for performances, productions, and event rentals.
- Develop and manage production calendars, tech schedules, and load-in/load-out timelines.
- Coordinate with directors, designers, stage managers, and staff to meet production needs.
- Supervise front of house staff, stage crews, and volunteers during performances and rentals.
- Ensure productions adhere to safety standards and venue regulations.
- Maintain production records and documentation.

Event Management

- Plan and execute organizational events including performances, fundraisers, festivals, and community programs.
- Source and manage vendors, rentals, and technical services.
- Coordinate venue logistics including bar/reception logistics and staffing, technical needs, ticketing setup, and audience services.
- Work with marketing staff to ensure event details and schedules are communicated.
- Oversee event setup, strike, and on-site operations.
- Ensure safe and proper use of facilities.

Staff & Volunteer Coordination

- Work with the Technical & Program Director to hire, schedule, and supervise front of house staff, contractors, and volunteers.
- Provide guidance and support to stage managers and production assistants.
- Foster a collaborative and inclusive working environment.

Qualifications:

- Undergraduate degree, or equivalent professional experience, in production, stage, or event management, theatre, arts administration or a related field.
- 2-5 years in a leadership role in a community-based organization, arts center, theatre or other arts organization, scheduling, record management, and ability to lead the front of house team.
- Strong time management skills and ability to manage complex logistics.

Applicants should submit the following materials by April 30, 2026:

1. Cover letter expressing interest in the position, and detailing relevant experience.
2. Resume
3. Three professional references with contact information

Send all materials or inquiries to: justin@lawrenceartscenter.org

About the Lawrence Arts Center:

The mission of the Lawrence Arts Center is to create meaningful arts experiences with and for the community through education, exhibitions and performances. We envision a community that embraces arts as a part of everyone's daily life. With "art is for everyone" as our core value, the Lawrence Arts Center is committed to creating a welcoming environment for all to explore the arts. We believe a community that includes a broad range of ways to understand and engage with the world produces an environment to discover, learn and create. Our team demonstrates collaboration, transparent communication, creativity, optimistic energy, and the ability to problem-solve.