



Production Manager

The Production Manager is responsible for anticipating and serving excellent, professionally executed program production and faculty logistics. This includes providing welcoming, efficient, and effective on-site production of all programs, conferences, rentals, ongoing programs, evening events, and interdepartmental meetings. This role is accountable for building, developing, and leading a strong and efficient team of employees and volunteer program assistants. The Manager serves as a lead point of contact with faculty for all logistics after the program is booked by the programming team, and works with the programming team and other operations teams to ensure that events are executed on time and within budget.

Accountabilities

- Oversee all aspects of program production, including faculty communication, administration, audio-visual needs, program supplies and equipment, program room scheduling, individual program schedules, and faculty logistics.
- Serve as the main point of contact with faculty for logistics needs.
- Create production systems and procedures that facilitate the seamless production of programs, continually improving and evolving procedures to meet the needs of faculty and participants. Maintain and update production performance indicators and measures for continual improvement.
- Lead, hire, train, schedule, supervise, and develop staff in all areas of Production department.
- Cultivate program assistant volunteers and provide the necessary training and resources for their stay. Partner effectively with other departments in producing programs, events, and meetings and providing an excellent and welcoming experience for faculty, guests, and program assistants. Work with directors and managers of operations and programming areas to forecast production needs.
- Communicate with the Programming department regularly regarding the implementation of the previous week's programs, highlighting successes, challenges, procedural changes and recommendations.
- Work with other departments that impact production, ensuring the seamless delivery of programs and excellent faculty and guest experience.
- Prepare and manage annual Production department budget and specific project budgets including capital projects for equipment and program room enhancement.
- Oversee the purchase and maintenance of all program room supplies and equipment, including A/V equipment, forecasting supply and equipment needs for upcoming programs.



- Work with Director of Operations to strategize the future vision of 1440 Production, ensuring that the department is well aligned with 1440's mission and initiatives and meets market standards.
- Must be willing to work during all or part of weekends, including regularly serving as the production lead on Friday evenings, which is the largest launch evening of the week.
- Special projects and duties as assigned.

Essential Skills and Experience

- Minimum of two years of experience in production or event management or high level supervisory capacity.
- College degree or equivalent experience preferred.
- Demonstrated excellence in attention to detail, understanding of mission-driven programming needs, and leadership.
- Excellent organizational skills and written and spoken communication skills.
- Ability to prioritize and complete multiple projects and tasks efficiently and effectively.
- Fluency in Microsoft Outlook, Word, and Excel.
- Ability to work both independently and as a team member.
- Prefer experience working in an organization with similar program and event production needs.