

Title: Production Manager

Classification: Part time/exempt, 20-30 hours per week

Reports to: Managing Director

Schedule: Flexible, available for production needs, load-ins, evenings and weekends

Summary

The Production Manager manages day-to-day production operations for The Cat and The Kitten, including coordinating programming for The CAT, Carmel Apprentice Theatre, and The Acatemy, and ensuring operational coverage is always in place. The Production Manager will primarily coordinate renter production needs, including training on rental procedures, load-ins and load-outs, technical training, and space turnovers. Operational responsibilities also include facility upkeep, coordination of routine repairs, and the organization and inventory of all supplies. The Production Manager will also manage the organization, maintenance and inventory of the technical equipment. In addition to the training of renters, the Production Manager will conduct staff and volunteer training in technical equipment and venue procedures including the maintenance of all procedural checklists.

Responsibilities

- Coordinate renter load-ins, load-outs, and technical orientations
 - Coordinate technical needs for renters including their training on lighting, sound, microphones, projection/LED wall, and other applicable equipment
 - Coordinate technical needs for renters and Cat programming
 - Coordinate load-outs and ensure spaces are properly reset
- Arrange trained staff or volunteer coverage when coverage has been pre-arranged
- Open/close facilities as needed and ensure appropriate building security procedures are followed
- Maintain and organize technical equipment, cables, microphones, tools, and production supplies, troubleshoot routine technical problems, and identify equipment needing repair or replacement
- Coordinate production schedules, tech schedules, load-ins, and strikes for Cat productions
- Support directors and production teams with production logistics
- Stage manage selected productions when assigned and assist with scenic, prop, costume, backstage, and other production needs as appropriate
- Support The Acatemy rehearsals and classes with setup, production needs, and classroom supervision when needed
- Conduct routine facility walkthroughs at The Cat and The Kitten and Monitor facility and operational supplies and restock as needed
- Manage basic facility upkeep within their abilities and coordinate outside repairs or maintenance when needed tracking maintenance issues through completion
- Maintain inventory of equipment, supplies, furniture, and other venue resources and coordinate the storage of materials between The Cat and The Kitten
- Train and coordinate volunteers for production, technical, facility, and rental responsibilities

- Document significant renter, equipment, facility, or safety issues and communicate them to management

Required Experience and Skills

- Theatre or Theatre Education degree preferred, but not required
- Theatre experience, preferably as a generalist rather than a specialist in one area
- Theatre production experience, stage management and/or production management experience beneficial
- Working knowledge of theatrical lighting and sound, and the ability to learn and train on various technical equipment
- Strong organization and scheduling skills and ability to manage multiple productions and renters simultaneously

Competencies required to be successful

- Demonstrated reliability and ability to work independently
- Strong problem-solving skills with the ability to respond to operational challenges
- Strong interpersonal skills and the ability to work positively and professionally with youth and adult performers
- Ability to supervise volunteers and to consistently train and enforce established venue policies
- Ability to meet the physical requirements of theatre production work moving or lifting objects weighing up to 25-40 lbs
- Flexibility and availability to work evenings and weekends as required by programming schedules

Compensation

\$20 per hour

Location

Carmel, Indiana. On-site at The Cat for rehearsals, performances, classes, and events, with flexibility to edit, schedule, and plan remotely.

Training and Onboarding

The Production Manager will be trained by The Cat's Managing Director.

To Apply

Complete The Cat's online employment application by November 16, 2026. Applicants will be asked to provide a résumé, relevant experience, professional references, and any position-specific supporting materials.

Selected candidates will be contacted for interviews anticipated in late November or early December.