



**JOB TITLE:** Production Manager (Faculty)  
**DEPARTMENT:** Theatre  
**SUPERVISOR:** Dean, School of Humanities & the Arts  
**FLSA STATUS:** Exempt

**MAJOR PURPOSE:**

The Production Manager for the Theatre program is a full-time, tenure track faculty position responsible for the oversight of the logistical and technical aspects of theatrical productions, including resource management, scheduling, personnel management, and recruitment. As faculty, this role will assist in oversight of quality preparation, instruction, and learning outcomes related to the Theatre curriculum and degree programs.

The Theatre department at William Jessup University operates as an undergraduate academic program and pre-professional repertory theatre. Students are educated to fulfill an array of multiple critical roles, working alongside a team of professional designers and professors.

This is a fully on campus position.

The pay range for this position is generally: \$65,000 - \$85,000 annual. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

Position opening 2024-2025, pending available funding.

**ESSENTIAL FUNCTIONS:**

- Support and oversee the mission, goals, and objectives of the Theatre program
- Articulate the nature and purpose of the arts from a biblical/mission perspective
- Integrate Theatre programs and curriculum with plans and goals of the School and WJU
- Develop, teach, and design 2-3 courses per semester within the Theatre program for a variety of modalities, as needed
- Direct and/or Choreograph at least 1 Mainstage or 2 Second Stage shows per year
- Hire and manage technical staff and student workers
- Manage program and show budget opportunities
- Provide student curricular and career advising and oversee general advising within the program
- Interface with institutional and academic councils and committees for policy and programmatic priorities as requested
- Collaborate with other faculty and staff both within and outside of the Theatre program for curricular development, programming, and outreach

- Serve in a direct or advisory role for various internal and external committees and boards in support of the Theatre program and/or WJU
- Remain current on latest developments of the discipline and oversee related research and other initiatives for the Theatre program
- Represent the program to internal and external collegiate and professional communities
- Develop and maintain relationships with professionals in the performing arts
- Other responsibilities as assigned by the program director or dean.

**QUALIFICATIONS:**

**EDUCATION/CERTIFICATIONS:**

- Terminal degree in theatre or related field (or equivalent professional experience)

**REQUIRED KNOWLEDGE/EXPERIENCE:**

- Ten or more years of professional experience in directing, acting, and/or production management within a professional theatre environment.
- At least three years of college teaching experience, or comparable professional experience
- Proven experience in production management within a professional theatre environment.

**SKILLS/ABILITIES:**

- Subscribe to the statement of faith and sign the Community Covenant for William Jessup University
- Sound Christian testimony with an ability to integrate faith and learning
- Strong organizational and multitasking skills, with the ability to prioritize and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse teams.
- Proficiency in budgeting, scheduling, and project management software/tools.
- Knowledge of technical theatre practices, equipment, and safety protocols.
- Flexibility to work irregular hours, including evenings and weekends, as required by production schedules.

**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with the Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch, and kneel. Frequent and regular repetitive movements are required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations to perform my job, I must immediately inform my supervisor or Human Resources.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date