Fox Tucson Theatre is seeking a ***Production Manager, Live Performance and Events Venue*** to join their team!

Who you are:

- *Experienced in the production of live performances for touring acts that includes advancing shows, performance budgets and negotiation, riders, understanding stage systems and AV needs, and production planning on the venue side or as tour personnel.*
- *Someone who "gets stuff done", has built systems and processes that help align teams around the production process, and is a highly effective communicator.*
- *Knowledge of the audio/visual (A/V) and technical production needs, with an interest in continuous learning in this area.*

What you will do:

The position leads performance and event advancing and logistics and serves as the primary production contact for touring personnel, promoters, rental clients, vendors, and internal departments. The position supervises production staff, coordinates internal and vendor crews and provides show-day leaders with all the information needed for a successful show.

Event Advancing and Planning

- Lead assigned event advances from initial information through the final production plan.
- Serve as the theatre's primary production contact for touring personnel, promoters, clients, vendors, and internal departments.
- Review riders, plots, schedules, contracts, and technical requirements and translate them into labor, equipment, rental, access, transportation, and scheduling plans.
- Manage concurrent advances, priorities, deadlines, and routine decisions within approved parameters.
- Coordinate public-area readiness, hospitality, backstage access, security, and related dependencies with Patron & Event Services.

Communication and Documentation

- Maintain the authoritative event record, including current decisions, changes, risks, owners, deadlines, schedules, crew calls, specifications, and production updates.
- Lead readiness meetings as needed, assign follow-up, and confirm completion.
- Provide show-day leadership with finalized labor, schedule, technical, rental, vendor, and risk information.
- Document material issues and provide final labor, rental, and production-cost information when appropriate.

Budgeting, Procurement, and Staffing

- Develop and manage production budgets; monitor labor, rentals, supplies, transportation, and technical services; and report material variances.

- Hire, train, schedule, and supervise production staff and coordinate personnel and vendor crews within approved plans and budgets.
- Procure equipment, rentals, supplies, and services; confirm compatibility, timing, and pricing; and arrange alternatives when house equipment is insufficient.

Show-Day Support

- Remain available during events for advance questions, client communication, budget impacts, and material scope changes.
- Lead or support show-day operations, breaks, late-night strikes, and technical setup, operation, or strike as staffing and training permit.

Safety and Facility Protection

- Identify safety, access, rigging, electrical, life-safety, structural, and facility concerns; consult the Director on feasibility, exceptions, and controls.
- Document and communicate approved restrictions, elevate unresolved material concerns, and protect the historic building, technical assets, and property.
- Report equipment maintenance, repair, replacement, and inventory needs.

What you will get:

This is an incredible time to join and have an impact on "The Crown Jewel" and cultural center of Tucson, as they continue to gain momentum in the expansion that will have an impact for generations to come! **Learn more: The future is right around the corner**!

- Salary Range: $58 - $71K with room to grow as they do
- Health and Dental with up to 75% employer contribution to employee premium
- 401K following 6 months of employment
- Generous PTO: Vacation + Sick Time + 11 Paid Holidays

Values: Togetherness & Community · Growth · Partnership · Respect & Inclusion · Quality & Craftsmanship · Sustainable Legacy

Required Qualifications

- At least 3 years of progressively responsible live-event production experience, including supervision.
- Bachelor's degree in a related field or equivalent education and experience.
- OSHA 10 certification.
- Ability to manage concurrent event advances, budgets, labor plans, schedules, procurement, staff, hire personnel, and vendors.
- Working knowledge of rigging, stage systems, audio, lighting, video, power distribution, digital cinema/video, and live-event practices, with judgment to consult specialists.
- Ability to interpret riders, contracts, plots, schedules, and blueprints and convert them into executable plans.
- Knowledge of workplace, fire, life-safety, rigging, structural, electrical, and OSHA requirements.
- Proficiency with Microsoft Office and event, scheduling, task, document-sharing, and production-communication systems.
- Ability to prioritize, resolve conflicts, communicate under pressure, maintain records, and work independently with diverse partners.

Preferred Qualifications

- Experience with Vectorworks, CAD, or similar drafting software.

Schedule and Work Environment

- Ability to work event-driven hours, including evenings, weekends, holidays, early mornings, late-night strikes, and extended shifts.
- Ability to move between planning, supervision, coordination, and hands-on show leadership in active stage, backstage, loading, and technical environments.

Physical Requirements

- Ability to stand or walk for extended periods; climb stairs and ladders; use approved lifts; access restricted areas; and reach, stoop, crawl, push, and pull.
- Ability to lift and carry up to 25 pounds and occasionally up to 50 pounds, with or without reasonable accommodation.

The Fox Theater Tucson: ***We make memories. We make connections. We make Tucson proud.***
MISSION
We enliven Tucson, fostering community growth and connections by shaping exceptional, live arts experiences in a celebrated setting.

VISION
Our vision is to serve as a leader and collaborative partner in a thriving Tucson cultural landscape.

Central to our purpose is the ongoing enjoyment and continued vitality of a cherished and historically significant venue. Our success rests in how the theatre and its programs embody and facilitate a positive sense of place and connectedness, holding cherished memories and creating transformational new arts experiences for Tucsonans of all ages and backgrounds.

Fox Tucson Theatre's commitment to Diversity, Equity, Inclusion, and Access
The Fox Theater Tucson is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for board and staff members with different backgrounds, identities, and lived experiences. Their culture embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences.