

SF SKETCHFEST 2024
ASSOCIATE PRODUCTION MANAGER

Seeking skilled production managers with excellent organizational skills and with sound & lighting competency. APMs advance shows in an assigned venue, then serve as Stage Manager and primary technician for said venue during the festival. Position is part-time remote until festival, then required availability is determined by venue. Nights and weekends required.

Anticipated dates of employment: October 30, 2023 - February 9, 2024

Reports to: Director of Production

Responsibilities include:

- Liaise with talent to determine all technical requirements of shows
- Act as festival representative on site
- Coordinate with venue staff
- Stage manage shows
- Supervise festival technicians in venue
- Assist with hiring show staff
- Assist with staff training
- Make production schedules for assigned venues
- File performance reports
- Stage manage additional shows at other venues as assigned
- Troubleshoot production problems as they arise (technical, and logistical)
- Post-festival wrap report completed by February 10

Qualifications

- 5+ years of stage management or production management
- Basic Audio and Technical Production Knowledge (Can operate a sound board, basic understanding of projection and lighting.)
- Awesome communication skills
- Ability to work under pressure, often with competing priorities
- Ability to be diplomatic during high stress conflicts
- Detail oriented
- Self-Motivated
- Computer Savvy
- Experienced using Google Docs
- Sense of Humor Required

To Apply

Email resume to jobs@sfsketchfest.com. Only those applicants being considered will be contacted.