POSITION SUMMARY
Job Title: Partner Venue Production Manager
Reports to: Fertile Ground Festival Director
Position Type: Contractor
Compensation: $2,000
Timeframe: January 15 - April 30, 2027

Time commitment: The compensation for this position is based on an estimated 80 total hours over 10 weeks, or about 8 hrs/wk. There will be some ebb and flow, with the 2-3 weeks leading up to the Festival (mid-March - April 9th) requiring the most weekly hours, but still anticipated to stay under 12 hours/wk.

Location: This is a hybrid position, with the majority of work being remote. The Partner Venue Production Manager (PVPM) will need to spend time in person at all three venues during the first week of April, and occasionally perform venue walk-throughs for artists during March.

ROLE DESCRIPTION:
The PVPM oversees the smooth operation of the production side for Fertile Ground's three Partner Venues: 21ten Theatre, the Back Door Theatre, and the Boiler Room Studio at Portland State University. The PVPM acts as liaison between venue staff and the 20-30 Fertile Ground Producers with projects in these venues to ensure artists have access to the space, equipment, and support they need, and that the venues themselves are operating in accordance with Fertile Ground's rental agreements.

KEY DUTIES AND RESPONSIBILITIES:
- Create and manage a master calendar for each venue, reflecting rehearsal, technical rehearsal, load-in, changeover (between shows), and performance times, and any other activities in the space.
- Serve as primary point of contact for Fertile Ground artists and venue staff - coordinating times for load-in, load-out, technical rehearsals, venue walk-throughs, and any other situations in which artists or Festival staff might need to access the venue.
- Work with each venue's technical staff to ensure the venue is ready to host Festival projects, including creating designated storage areas, ensuring the presence of a suitable lighting plot and access to sound and projection equipment (as determined by each individual venue), and source and deliver equipment to venues as necessary (music stands, projection equipment, etc).
- Assess the technical, storage, and changeover needs of each project, flagging potential challenges, and collaborate with venue staff, artists, and Festival personnel to find appropriate solutions.

- Assign and communicate specific storage locations for each project based on its storage needs (set pieces, props, costumes).
- Ensure basic safety protocols in all venues, including assessing fire hazards, potential risks to property or equipment, and the general ability for artists to use the venue safely (i.e. backstage lighting, glow tape, clear pathways, etc).
- In collaboration with each venue's Technical Director, be "on call" throughout the Festival to help troubleshoot venue-related issues that may arise, such as equipment failure, mistakes/miscommunications around scheduling, needs to access the space, changeover challenges, etc.
- Collect a complete list of all borrowed or rented items and ensure they are properly stored, handled, and returned in a timely manner after the close of the Festival.
- Schedule and oversee strike for each venue, including the return of all borrowed or rented items (including props and costumes) within 2 days of Closing(April 25th). Restore (or coordinate restoring) lighting plots as necessary, removing all Festival-related equipment, and return the space to "neutral" per each venue's specifications.
- At the Boiler Room Studio/Portland State, collaborate with the Venue Technician class Instructor and Co-director of the Theatre program at PSU to create a schedule of student technicians to serve as board operators and technical support for each production at the PSU's Boiler Room Studio.

QUALIFICATIONS/CHARACTERISTICS/KEY COMPETENCIES:

- 3+ years of experience in production management, stage management, or venue management, or equivalent relevant experience
- Strong organizational and project management skills
- Strong written and verbal communication skills, and the ability to communicate in a timely manner
- Ability to independently set and meet deadlines
- Commitment to accessibility, equity, and inclusion
- Ability to creatively problem-solve and a willingness to learn
- Some familiarity with theatre technology and equipment (theatrical lighting, microphones, audio mixers, Qlab software, projectors, etc.) is helpful but not essential
- A valid drivers license and access to a vehicle to transport items like music stands, borrowed scenic or props items, etc.

HIRING PROCESS:

Applications due - Tuesday, December 8th, 11:59pm
Interviews - December 15th - 18th
Start date - January 15th (there is some flexibility in this anticipated start date)

To apply, please email your resume and a brief paragraph with some form of personal introduction that tells us about your background and your interest in this position (can be as formal as a cover letter or as relaxed as a video clip or voice memo) to fertileground@portlandtheatre.com.

EQUITY STATEMENT:
Fertile Ground and the Portland Area Theatre Alliance strongly encourage people with diverse backgrounds – particularly from historically underrepresented groups, whose professional and personal experiences advance our vision – to apply. We support equal employment opportunities for all classes of individuals, regardless of age, race, color, national origin, citizenship status, disability, religious creed, sex, gender identity or expression, sexual orientation, marital status, economic status, or veteran status. We are an equal opportunity employer.

ABOUT FERTILE GROUND:
The Fertile Ground Festival of New Works, a program of the Portland Area Theatre Alliance, was founded in 2009 by Tricia Pancio Mead and flourished for over a decade under the leadership of Festival Director Nicole Lane. Created to increase the accessibility of presenting and viewing new, local performance work of all forms, and at all stages of development, Fertile Ground now continues its legacy under the direction of Tamara Carroll. Fertile Ground is a community-curated Festival, and anyone who wants to participate is welcome to present work under the Fertile Ground umbrella – though small companies and individuals often reap the greatest benefit from participation. Where other new works festivals are typically curated by one entity, this Festival is collaboratively shaped by community participation, uplifting a variety of aesthetic voices. Projects can range from fully staged world premieres, to theatrical workshops and play readings and have historically included scripted and devised work, dance, clown, and more. The Festival is presented annually – this year from April 9-25, 2027 – throughout the Portland Metro Area.
fertilegroundpdx.org