



Production Manager/Technical Director
Perkinson Center for the Arts and Education
11810 Centre St
Chester, VA 23831

The Perkinson Center for the Arts and Education is seeking qualified candidates for the position of Production Manager/Technical Director.

About the Perkinson Center

The Perkinson Center for the Arts and Education is a vibrant performing and visual arts center managed by the Chesterfield Cultural Arts Foundation. It fosters cultural enrichment by providing an inclusive, equitable, and welcoming space where all community members can create, explore, and experience the arts. Through partnerships, diverse programming, and community engagement, the Center brings people together and harnesses the power of the arts to inspire and uplift.

The Center supports local and national artists, offers accessible and affordable programming, and serves as a hub for education, events, and artistic discovery. Home to two resident theater companies, it also hosts classes in dance, music, theater, and visual arts. Additionally, the venue serves as a premier location for special event rentals.

Position Summary

Job Title: Production Manager/Technical Director
Reports To: Executive Director
Classification: Exempt; Full-time
Base Salary: Salary commensurate with experience.

The Production Manager/Technical Director at the Perkinson Center oversees all technical and production operations for performances, educational programs, rentals, and special events. Responsibilities include managing lighting, sound, video, rigging, staging, and safety systems across all venue spaces. The role combines hands-on technical work with event asset creation, logistical planning, and support for technical contracting. This position leads technical staff and overhire crews, maintains equipment and infrastructure, and ensures safe, high-quality production execution. Serving as a key liaison to artists, educators, renters, and touring groups, the Production Manager/Technical Director helps fulfill the Center's artistic, operational, and educational mission.

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversee all technical and production aspects of performances, educational events, gallery programs, community rentals, and institutional programming across Perkinson Center venues.

- Lead and supervise all technical activities for load-ins, load-outs, rehearsals, sound checks, and performances, including serving as lead technician when needed, while reviewing technical riders, stage plots, and contracts to advance technical needs and ensure event preparedness.
- Serve as the primary technical liaison for rental clients, ensuring all production requirements are planned and executed effectively.
- Operate, maintain, inspect, and upgrade in-house theatrical systems and equipment, ensuring full functionality and code compliance.
- Coordinate with Chesterfield County departments for building maintenance, infrastructure needs, and overall facility upkeep.
- Develop and maintain technical documentation including stage plots, lighting plots, cue sheets, tech specs, production schedules, and operations manuals.
- Collaborate with the Executive Director and events team to assess event feasibility, provide technical estimates, and support rental contract development.
- Work closely with Front of House and administrative staff to ensure seamless event execution and positive audience experience.
- Hire, train, supervise, and schedule technical staff and overhire crews in alignment with budget and event requirements, while overseeing and supporting the ongoing development of Pro Technicians and Technical Specialists to ensure appropriate staffing and continuous training.
- Plan and implement staffing requirements for events and maintenance, including scheduling routine inspections and technical support.
- Prepare and manage the technical department budget, including forecasting, tracking expenses, and supporting capital planning. Provide detailed labor, equipment, and time estimates for use in planning, contracting, and budgeting processes.
- Contribute to the development and execution of the Center's long-term production and technology strategy.
- Maintain safe, organized, and code-compliant backstage, onstage, and storage areas, in accordance with OSHA, ADA, fire, and safety regulations.
- Manage technical inventory and coordinate repairs, replacements, and capital upgrades
- Oversee and maintain ticketing systems and IT infrastructure, including creating and managing online ticketing for Center events and community rentals, ensuring events and subscriptions remain current in AudienceView, and supporting all computers, cloud licenses, BrightSign displays, and the outdoor digital sign.

QUALIFICATIONS

Experience & Expertise

- Demonstrated expertise directing production services at an arts presenting organization with diverse programming across music, theatre, and dance genres
- Proven experience working with professional touring companies, ensembles, and community arts organizations
- Comprehensive knowledge of, and field experience with, theatrical technologies including electric distribution, lighting/systems, audio and video equipment/systems, and stage and rigging equipment.

Leadership & Management Skills

- Experience developing and supervising professional full-time staff and hourly staff
- Demonstrated vendor negotiation and contract management experience

Education

- Advanced degree in arts-related field, OR Bachelor's degree with significant related professional experience

Preferred Qualifications/Skills

- Knowledge of and experience in different live entertainment venues
- Extensive experience in event and/or stage management for indoor/outdoor productions
- Knowledge of new media and innovative arts technologies
- Advanced expertise in at least one specialty area of theatrical technologies preferred
- Knowledge of Yamaha Sound Boards and Equipment
- Knowledge of ETC Lighting control (ION XE and Sensor3 Dimming control)
- Knowledge of Microsoft Creative Cloud applications, Q-lab, and Dante applications
- Vectorworks or other CAD-style software

OTHER REQUIREMENTS

- Ability to lift, push, or pull up to 75 pounds using proper safety procedures.
- Comfortable working at heights, in low-light or noisy environments, and in both indoor and outdoor settings.
- Availability for nights, weekends, holidays, and irregular hours based on event needs.

BENEFITS

- The successful candidate will have access to a benefits package to include:
- Employer contribution to healthcare: \$375 per pay; 24 times per year
- Employer contribution to retirement: 5% of wages starting at 6-month anniversary
- Leave accrual at 7 hours per pay period

Application Process

Interested applicants should submit a resume with cover letter addressed to:

Perkinson Center for the Arts and Education

Chelsea Buyalos, Executive Director

11810 Centre St.

Chester, VA 23831

Electronic responses are required and should be directed to jobs@perkinsoncenter.org.

The Perkinson Center for the Arts and Education is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other protected classification under applicable law.