About Bricolage Production Company

At Bricolage, our mission is to immerse artists and audiences in adventurous theatrical experiences that foster connections and alter perceptions. We envision theater not as a passive experience, but as a vehicle for heightened involvement for artist and audience alike. Our approach encourages artists to take the creative risks necessary to create full-blooded, high-quality theatrical experiences that challenge audiences to engage in new ways, react, and express openly their opinions about our work – to have a stake in the creative discussion. The word Bricolage means, “making artful use of what is at hand.” What excites this company is the connection and interaction between seemingly disparate elements, and the potential for these components to resonate as one cohesive event. Bricolage uses the distinctive resources of the Pittsburgh region to create theatrical experiences that stimulate a heightened sense of involvement for the audience. "What’s at hand" is our city’s changing landscape, our plentiful human and material resources, and the salient political, cultural and ethical issues we encounter and react to each day.

Over the past 15 years, Bricolage has been a prolific participant in the downtown Pittsburgh cultural scene, providing audiences with a broad spectrum of original works, adaptations, collaborations and interactive experiences. In 2012, our first immersive, site-specific work, ‘STRATA,’ was named best production of 2012 by both the Pittsburgh Post-Gazette and the Tribune. STRATA was also prominently featured in the July/August 2013 issue of American Theatre Magazine in an article about the emerging practice of immersive theatre. Since then, Bricolage has specialized in immersive experiences, and is strategically focused on increasing the number of immersive programs it presents each year.

About the Production Manager Position

Much of Bricolage’s growth has come in the past three years. In that time, the organization moved from three to six full-time salaried employees, launched a variety of new operational and programmatic initiatives, and has significantly increased its programmatic, financial, and operational complexity. Our current Production Manager has just been offered a scholarship for a Master’s in Arts Management; our goal is to fill this role before she begins her program in July so that our newest Production Manager can benefit from learning from her.

Requirements: The ideal candidate will possess excellent communication skills, have prior production management experience and a passion for theater, and be comfortable working with Google Suite and Microsoft Office programs. Candidate should be a self-starter and meet deadlines, maintaining professionalism, confidentiality, and leadership. The ideal candidate will be comfortable coordinating with people with a variety of titles and backgrounds, and demonstrate creativity developing recommendations and solutions to challenges affecting production. Previous experience in immersive, devised, and/or site-specific theatremaking is a plus. Candidate must be able to work with a dog in the office and have a sense of humor. This position reports to the Managing Director. Tasks include but will not be limited to:
PRODUCTION
- Serve as technical and production liaison to the Artistic and Managing Directors during creation and implementation of all Bricolage productions.
- Oversee all technical elements, personnel and independent contractors necessary for the execution of Bricolage productions and facility rentals.
- Manage the Bricolage production calendar.
- Ensure that all Bricolage productions run according to schedule, and report to the Artistic and Managing Directors on progress regularly.
- Manage the production team, setting communication protocols and production expectations and making sure that insurance, health and safety rules, copyright laws and union agreements are followed.
- Represent Bricolage in all production matters, bearing in mind the best strategy and course of action in Bricolage’s best long-term interest.

STAFFING AND CONTRACTOR MANAGEMENT
- Refer, hire, create, and execute contracts in a timely fashion for all production-related contractors including but not limited to designers, technicians, stage managers and facilities contractors, and vendors.
- Schedule auditions and assist in the hiring of all talent necessary for Bricolage Productions.
- Act as a liaison for all labor unions including AEA, SAG, AFTRA, I.A.T.S.E. and U.S.A. as needed for hiring and contracting.
- Ensure that all paperwork for contractors is completed and filed on time and all payments are issued according to the contracted schedule.
- Effectively communicate with the production team for all productions, setting communications protocols and production expectations and making sure that insurance, health and safety rules, copyright laws and union agreements are followed.
- Work with Managing Director to recruit and fill Bricolage Production Intern positions as needed.
- Manage and supervise Production Interns.

BUDGETING
- Work with Managing Director and Artistic Directors on production budgets to advise on the best allocation of expenses for production related line items including staffing, materials, construction and hospitality for all Bricolage productions.
- Manage and track production spending for program-related budgets.
- Collect and document all production related receipts and attribute to proper line items.
- Work with Managing Director to ensure that all production expenses are accounted for and recorded.
- Exercise budgetary restraint and make recommendations for ways to maintain artistic integrity of Bricolage programming while minimizing expenses.
FACILITIES
- Maintain and oversee completion of tasks in Facilities Work List.
- Regularly inspect the performance and condition of equipment and structure, noting any defects or deficiencies; routinely communicate with Managing Director to discuss facility issues.
- Manage/support any facility-related initiatives or projects (builds, moves, add, changes).
- Create and maintain inventory lists and notify Managing Director of purchasing and restock needs.
- Supervise outside contractors and vendors providing services to Bricolage facilities.
- Recommend building alterations and improvements, together with justifications, estimated costs, and sources of supplies or services.
- Evaluate bids for contractual services and construction projects, coordinate work, and verify work completed.

ACCESSIBILITY
- Assist Managing Director in annual updates to and execution of Accessibility Plan
- Work with Managing Director to ensure ADA standards are upheld in all activities taking place at Bricolage facilities and in all Bricolage productions and suggest improvements for making facilities and productions more accessible.

This is a full-time salaried position. $37,500 annually with health benefits. Schedule varies greatly and is dependent on current production schedule. Typical office hours are 10am-6pm weekdays when not in active productions. During production, the office maintains a flex schedule to accommodate for necessary night and weekend hours. The schedule of the Production Manager will favor production hours over regular office hours.

All qualified applicants will receive equal employment opportunity regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Bricolage will provide reasonable accommodations for qualified individuals with disabilities.

TO APPLY: Please send a cover letter and resume as pdf attachments via email to Jackie Baker, Managing Director, at hiring@webbricolage.org by Sunday, May 28th 2017.