



## American School of Bombay

### Our Mission

We inspire all of our students to continuous inquiry, empowering them with the skills, courage, optimism, and integrity to pursue their dreams and enhance the lives of other.

### Job Description

<b>Position:</b>	<b>Production Manager for the Arts Program</b>
<b>Division:</b>	<b>MS / HS</b>
<b>Supervisor:</b>	<b>Divisional Principal Supervising Teacher</b>
<b>Contract:</b>	<b>Effective August 1, 2019 Annual renewal Minimum of 202 days including weekends Flexible hours when required</b>

### Position Summary:

Production Manager for the Arts program provides operational and administrative support to the performing and fine arts programs in middle and high school. Responsible for coordinating events sponsored by the Arts program, the Production Manager handles props, costumes, make-up, advertisements, ticket sales, and invitations. Responsibilities also include working with the AV and Tech departments to arrange lighting, orchestra set-up, and staging.

The ASB Mission and Core Values guide our work.

### Application:

Applications are currently being accepted. Interested applicants can email their resume with the contact details of three professional references to [personnel@asbindia.org](mailto:personnel@asbindia.org).

### The Ideal Candidate Will Have:

- Excellent interpersonal and communication skills that promote collegial interaction
- A minimum of three years of relevant experience
- Bachelor's degree from an accredited university
- Experience teaching students preferred
- Ability to manage complexity and solve problems
- Highly organized
- Ability to work independently and work in a team
- Intercultural Competence - Ability to work successfully with faculty, students, support personnel, vendors
- Growth mindset
- Experience working with middle and high school children preferred
- Written and spoken fluency - Hindi and Marathi a plus

### Responsibilities:

#### Operational:

- Manager for all events hosted in the Black Box, Drama Studio including weekends, holidays and evenings.
- Single point of contact – for communicating all needs for space.
- Coordinate with community members regarding black box use: rules, use of adjoining facilities, event requirements.

- Liaise with maintenance, tech, security, health office, food services, etc.
- Manage student instruction time and if necessary, locate and book alternate teaching spaces. To arrange for necessary setup, ensuring the space is ready for the next class or event.
- Oversee the use and maintenance of the Black Box, Costume Room, Scene Shop, Drama Studio, Band Room, Choir Room, Band, and Choir practice rooms.
- Coordinate, purchases/hire as well as maintenance of sound and light equipment, props, costumes, set, etc.
- Liaise with the crew and company to arrange hire/purchase and place order.
- Source materials for productions.
- Support to prepare for classes in terms of sets, costumes, props and other teaching supplies.
- Obtain books and other materials for teachers.
- Procure props, costumes, furniture, set dressings, wig fittings, theatre equipment and other Technical resources, etc. for the Theatre program and black box events.
- Coordinate with the arts program in all divisions for all school events.

## Core Values

*We believe that...*

Each person has equal intrinsic value.

People are responsible for the choices they make.

All people have potential for growth.

Internal motivation is the most powerful driver of learning and success.

A balanced lifestyle is the essence of well-being.

Mutual trust and respect are essential for healthy, enduring relationships.

Embracing our interdependence is vital for community to flourish

Practice, perseverance, and reflection are integral to a culture of excellence.

We are the trustees of our environment.

### Administrative:

- School Drama Budget:
  - Responsible for Drama Budgets, keeping a record of all transactions.
  - Seek approval from the administration for purchases, arrange payment to vendors and follow up with the accounts department for all payment transactions to ensure receipt/payment of funds on time.
- Student Trips:
  - Liaise with the Activities and Athletics Office to organize and prepare student trips.
- Inventory and maintenance of all items for use by the ASB community.
- Publicize the production in the school and to other interested parties.
- Manage all expenditures for the production and other events.
- Manage ticket sales intake for a production or event.
- Responsible for ordering any scripts/musical scores, arranging it to be delivered and shipped back in time, paying off for the Royalties and any other production material.
- Advertising and Publicity for Events:
  - Coordinate with the Advancement Office to design posters, tickets, programs, T-shirts, invites, rule charts, certificates, et., for Arts Events.
  - Maintain a record of all photographs for the Events/Productions. Selecting the appropriate ones and edit them as need be. And save them in a file.

### Production and Stage Management:

- Coordinate the work of the stage crew.
- Production Manager for all performances, exhibitions, and events.
- Assist in the smooth running of rehearsals (Tech Run and Dress Rehearsals).
- Engage in all stages of the process, from the design and pre-production stages and rehearsal, right through to the opening night and post-production.
- To attend production meetings with set designers, to suggest and recommend the realistic possibilities of setup and staging, décor (if required) considering the visual appeal of the play/ event.
- Communicate and liaise with all parties involved, including actors, creative team, production team, crew, technicians, producers, directors, etc.

- Work with the director to select and hire designers, musicians, etc.

Other:

- Instructional:
  - Assist teachers as required.
  - Substitute in the arts program as required.
- Serve as a chaperone to students on stay and overnight trips as assigned.
- Accompany students on Week Without Walls/Yatra as required.
- Other duties as assigned by the principal.

## **Child Protection and Safety:**

The American School of Bombay promotes a safe and positive community and has a special obligation to protect students. All Employees are bound by the Code of Conduct and required to submit a government issued background verification. All members of the community are responsible for the safety and well-being of every child.

## **Note:**

All American School of Bombay employees will have a job description which will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.