

**Position:** Production Manager

**Hours and Salary Range:** This is a full-time salaried position. Starting salary is \$57,000, plus some benefits. Salary can be negotiated based on experience. Benefits include partial health insurance coverage, paid holiday and vacation time.

**GALA Theatre** is a nonprofit organization whose mission is to create, produce, and present a wide variety of Latino/Hispanic theater, dance and music that reflects the diversity of the Latino experience and builds bridges between diverse communities. The company has been in existence for 50 years and operates out of its state-of-the-art theatre on 14th Street in the Columbia Heights neighborhood of Washington, DC with offices located seven blocks away from the theatre, across from Meridian Park on 15th Street NW.

**Job Summary:** The Production Manager will work closely with the Artistic Director to plan, coordinate, and communicate production schedules for all season productions, youth education programs, and special presenting series.

**Responsibilities**

1. Controls and maintains the most updated master production schedule/calendar, including all performances, rentals and other special events, and communicates said schedule to GALA staff and visiting staff, when appropriate;
2. Controls and maintains the most updated master contact sheet, which includes complete contact information of all past, present and future GALA staff to create the individual contact sheets for each production;
3. Using GALA templates, drafts and executes contracts for actors, directors, artists, and designers. In addition, executes contracts for rentals;
4. Recruits and hires backstage crew, painters, designers and technicians to fill the creative team for GALA's productions and rentals using GALA's theater space;
5. Supervises and supports all technical personnel including the Technical Director, Master Electrician/s, Assistant Production Manager, Stage Manager/s, Backstage Crew, Designers and Lighting, Sound and Spotlight Operators. Especially during load-in, load-out, and technical rehearsals;
6. Recruits, trains, and manages production interns;
7. Works with the Company Manager to organize: all casting calls, auditions, zoom readings and zoom production meetings;
8. Works with the youth Paso Nuevo Program manager to coordinate scheduling of the basement rehearsal space and theater space and assists with production of Paso Nuevo public shows
9. Communicates and works with the marketing management team and house management team for patron services, notices, archival recordings, and marketing schedules.

10. Supports Artistic Director, GALA staff members, and stage crew during rehearsals, opening nights, and performances;
11. Purchases, as needed, replacements for small technical equipment, refills or replacements of edible and non-edible props prior to a performance with GALA credit card; and assists the Stage Manager in case of technical emergencies prior to a performance;
12. Represents Artistic Director as needed at meetings, workshops, rehearsals, and performances;
13. Prepares and monitors appropriate season budgets, prepares weekly production reports, including production expense reports, as required;
14. Will work no more than 40 hours per week and no more than 12 hours per day, unless there are exceptional circumstances that are mutually agreed upon by the Production Manager and Artistic Director;
15. Attends weekly GALA staff meeting.

### Qualifications

- Degree in theatre or a related field is required, preferably with a technical background.
- Experience with stage management required.
- Proficiency in written and oral Spanish is a must.
- Must live no more than/or commute no more than 30 minutes to GALA Hispanic Theatre, 3333 14th St NW.
- Must be able to lift up to 50 pounds.
- Evening and weekend work required. (As needed per the duties of the Production Manager listed above)
- Proficiency with Word, Excel, and Zoom.
- Valid driver's license.
- Understanding of the creative design process.
- Good financial, organizational, and communication skills.
- Ability to multitask, prioritize, and manage competing priorities.

**To apply:** Submit cover letter and resume to Rebecca Medrano, Executive Director, via email at [rebecca@galatheatre.org](mailto:rebecca@galatheatre.org) and Artistic Director Gustavo Ott, [gustavo.ott@galatheatre.org](mailto:gustavo.ott@galatheatre.org), as soon as possible and before May 25, 2026. Desired start date is June 15, 2026.

*GALA Hispanic Theatre is an equal opportunity employer. GALA will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, religion, color, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*