



Production Manager

Organization: Creative Arkansas Community Hub & Exchange (CACHE)

Location: Springdale, AR, and Northwest Arkansas

Direct Supervisor: Director of Creative Ecosystems & Artist and Community Manager 214

Status: Full-time

Salary: \$55,000 - \$60,000

Benefits: Full

Background

CACHE's mission is to work with creatives, communities, and organizations to empower a more inspiring, inclusive, and equitable Northwest Arkansas, with a focus on emerging, underrepresented, and underinvested pockets of creativity. CACHE's work provides resources to artists and artist communities to democratize access to the arts and increase avenues for financial security for artists, creatives and creative industry workers. CACHE focuses on infrastructure development, arts engagement and participation, grantmaking, data collection, advocacy and policy, and capacity building for the full Northwest Arkansas cultural sector, to create conditions favorable for local arts innovation. In addition, CACHE supports the elevation of Northwest Arkansas as a premier destination for the arts, with the goal of encouraging additional public support, cultural tourism, economic development and diversity, equity, inclusion, accessibility, belonging (DEIAB) best practices.

Project Background

214 is the working name of a CACHE-led project to develop a creative hub to serve as Springdale and Northwest Arkansas' flagship destination for artist development, creative production, and public engagement. Housed in the former Arts Center of the Ozarks building, in downtown Springdale, 214 holds the opportunity to be ahead of its time in reinventing the modern era's arts center. This 25,000 square foot performing and visual arts center represents an opportunity to expand equity, inclusion, and expression across all artistic disciplines and Northwest Arkansas communities. Serving as a rejuvenated center for Springdale and the entire region, a reinvention of the space will aid in the discovery and development of local creative talent and economies and attract energy and investment from afar.

Just one year into this project, CACHE has built a framework for managing the space in its existing form, forming advisory and leadership bodies to oversee strategic direction, and actively building community partnerships while hosting over 34 events in 11 months. In 2022, CACHE plans to lead a micro-grant program to support artists and organizations across all disciplines to research and develop projects, ultimately activating the space with over 40 events.

Simultaneously, in 2022 and beyond, the 214 team will solidify plans for building improvements, long-term operating models, financial plans, space name and branding, as well as entering into long-term partnerships.

Summary of the Position

The Production Manager will be responsible for upholding the look, feel and vibe of the day-to-day operations and building needs at 214 in Springdale. Leading the coordination and production of CACHE presented and co-produced events at 214. The Production Manager will oversee all incoming events and production processes, coordinate all production activities and operations while keeping all tasks within production timeframe and budget while monitoring the team and adjusting schedules as needed. In addition, the Production Manager will be



responsible for monitoring productivity rates and product standards and identify the need for repair of any damaged equipment.

Responsibilities/Tasks

- Setting up efficient production systems
- Supervise and coordinate all aspects of production on events for internal programming
- Understands and implements the 214's standard operating procedures as they relate to safety, evacuation procedures, crisis communication, and security
- As a part of the management team, contribute to the vision of the future space and how to make productions most successful
- Serves as liaison with/between visiting production personnel and 214's technical house. Ensures that visiting Company's production needs are understood and fulfilled to the best of the 214's ability
- Managing guest intake processes and any necessary volunteers
- Assists in the creation of weekly schedules for production crews
- Coordinates with the co-managers of 214 for routing of facility tours
- Completes and updates the production sections of the current event sheet and production advance sheet on assigned shows
- Works alongside the AVL technician with other duties as assigned
- Create run of show for each event
- Acts as Stage Manager when necessary
- Managing gallery activations

Qualifications

We recognize that people's lived experiences and motivations for entering the arts sector vary greatly. Given this, we are open to a wide range of experiences and educational backgrounds.

- 5+ years experience in the production industry
- Experience implementing technical riders, providing scrutiny and negotiation of production elements requested
- Experience reading lighting plots & ground plans
- Strong ability to work with a diverse range of personalities and production types
- Bachelor's degree or equivalent work experience in the industry preferred

A successful candidate would likely also:

Share CACHE's values of creativity, beginner's mindset, diversity and collaboration, integrity with humility and a passion for empowering artists and creative communities

- Value being a team player with a sense of collaboration and a commitment to teamwork
- Treat other people with respect and resolve issues in a way that preserves and strengthens relationships
- Engage comfortably in growth roles and delegation
- Prioritize practical solutions-based thinking

Prioritize processes and results mutually, focusing on relationship building, listening and co-creation

- Respect partners of all types uniformly and view partners as peers
- Integrate listening and findings into decisions



- Build partnerships in service to alignment, sometimes with unexpected allies

Practice detail orientation and system thinking

- Collect and streamline data for access and application

Communicate well: in person, via phone, and through written communication

Be technology savvy: highly skilled with Word, Powerpoint, Excel and can learn other programs - Submittable, Google Workspace, Monday - readily

Be committed: Continual growth through ongoing professional development

Work Environment

Team 214 is a fast paced, artist-led environment. We believe in open communication and expect team members to support one another through a sense of camaraderie and empowerment. We believe in maintaining a positive, relaxed atmosphere with frequent pauses for music and outdoor wanderings. Noise levels in the work environment are usually moderate to sometimes high depending on the events. We're dedicated to making any reasonable accommodations to enable individuals with disabilities to perform essential work functions. CACHE is committed to create an environment in which the individual differences and contributions of all team members are recognized and valued and a space that promotes dignity and respect for every employee.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand and sit. Lift and move event materials or theatrical equipment weighing up to 50 lbs. Work regularly requires walking, bending and climbing; approximately 50% of performance facility is reachable only by stairs or ladder. Ability to identify visual and auditory difficulties occurring during events/productions. Some work may be completed in low light areas and/or areas of restricted access. Position occasionally requires work in areas where hazardous materials (e.g. spray paint or cleansers) are present.

How to Apply

Please email one PDF titled with your full name that includes your **cover letter, resume,** and **three professional references** (including relationship to applicant, years known, title and employer, and preferred contact information) to the CACHE team: team@cachecreate.org.