

# WE'RE HIRING!

## ***POSITION: PRODUCTION MANAGER, VPAC***

**The Vail Valley Foundation (VVF)** is seeking a Production Manager for the Vilar Performing Arts Center (VPAC) in Beaver Creek. The Production Manager will oversee the daily theater operations of the stage and will act as crew chief for all load-in and load-out of shows and events. They will provide the highest level of customer service at all times, respond to any complaints and work to deliver resolutions as quickly as possible. Must be highly organized with a proven ability to manage a team and create a positive work environment. This position reports to the Director of Operations at the VPAC.

### WHAT IS VVF?

*Founded in 1981, the **Vail Valley Foundation (VVF)** was created to enhance the quality of life in the Vail Valley through athletic, cultural, and education programs and events. Today, the VVF operates with an average annual budget of approximately \$24 million and a full-time staff of 62 employees. Thanks to the generous support from individuals and corporations, the Foundation is responsible for providing this very special Colorado community with some of its most treasured annual events and programs.*

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**VILAR PERFORMING ARTS CENTER**  
BEAVER CREEK

**The Vilar Performing Arts Center (VPAC)**, located in the heart of Colorado's Beaver Creek Resort, is an intimate 530-seat theater inspired by the Littman's Kunstler Theater in Munich and is a facility of unparalleled grandeur, breathtaking architectural design and dawns highest quality finish work and acoustics available. A year-round schedule of theater, music, comedy, dance and family performances grace Beaver Creek and its guests with renowned performers on par with programming at sophisticated venues in the largest, most cosmopolitan cities around the world.



### ***RESPONSIBILITIES:***

- Oversight of daily theater operations for the stage.
- Advance all incoming events for technical needs in coordination with Technical Director.
- Schedule crew, handle payroll, crew safety, crew HR, and budgeting.
- Hire and train new production staff.
- Coordinate show needs with other VPAC departments including Hospitality, Artists Services, Facility Management and House Management.
- Schedule independent contractors such as backline rental and piano tuning.
- Supervise safe fly system operation and hired riggers.
- Operate audio and/or lighting system when necessary or appropriate.
- Act as crew chief and supervise on-stage aspects of load-in and load-out for all events.
- Ensure back of house operations adheres to Emergency Operations Plan.

### ***REQUIREMENTS:***

- At least 4 years road house or touring experience or equivalent.
- Highly organized individual with show advance, budgeting knowledge and employee supervision experience.
- Positive and outgoing personality. Must be a team player.
- Exceptional customer service skills.
- Excellent communication and interpersonal skills.
- Adaptable to change and work in a fast paced environment.
- Willingness to work a varying and demanding schedule including nights, weekends, and holidays.
- Willingness to live in a mountain community.

### **BENEFITS AND COMPENSATION:**

This is a salaried, full time year-round position eligible for all VVF employment benefits.

### **TO BECOME A CANDIDATE:**

Please send a cover letter, resume and references to [jobs@vvf.org](mailto:jobs@vvf.org)  
*This job description is not an exhaustive list of duties; additional duties may be assigned.*