



**Zootown Arts Community Center**  
**216 W. Main Street**  
**Missoula, MT 59802**  
**406-549-7555**

# Production Manager

Location: Missoula, MT

Position Type: Full-time, Salaried Non-Exempt

Schedule: Varies; evenings and weekends are required based on scheduled events

Reports to: Program Director

Salary Range: \$40,000- \$43,000

Benefits: QSEHRA Health Reimbursement, Paid Holidays, four weeks of accrued Paid Time Off

## Position Summary

The Zootown Arts Community Center (ZACC) is seeking an organized, collaborative, and technically skilled Production Manager to oversee the production and technical operations of the ZACC Show Room. This position is responsible for planning and executing a diverse array of events and performances including but not limited to live music, theatre, comedy, dance, film, drag, community events, and private rentals.

The Production Manager serves as the primary technical representative of the ZACC, ensuring all who interact with the space have an exceptional experience while maintaining high standards of safety, organization, and professionalism. This position combines hands-on technical work with production planning, equipment management, staff training, and frequent internal and external collaboration.

The ideal candidate is an experienced professional who enjoys collaborative problem-solving, is comfortable with a fast-paced environment, and wants to contribute to Missoula's creative community with their skills.

## Key Responsibilities

### **Event Production**

- Lead the technical production of performances, events, and rentals in the ZACC Show Room.
- Oversee live audio, lighting, projection, staging, and other technical elements to ensure successful productions
- Coordinate Show Room activity including load-in, soundchecks, show execution, and load-out.
- Collaborate with the Venue Manager and other ZACC staff to provide exceptional service for artists, renters, and audiences.

### **Production Planning**

- Advance productions with performers, agents, and renters to determine technical needs and event logistics.
- Develop production schedules, staffing plans, and run-of-show documentation.
- Communicate production requirements across departments to ensure events are well coordinated.

### **Equipment and Event Facility Management**

- Maintain, organize, and inventory production equipment and backstage spaces.
- Establish and follow procedures for equipment maintenance, safety, and technical operations.
- Recommend equipment repairs, replacements, and approved purchases as needed.

### **Additional Duties**

- Schedule, train, and supervise part-time production staff and contracted technicians.
- Foster a collaborative, safe, and professional production environment.
- Participate as an active member of the ZACC staff team and support organizational goals.

## Qualifications

### **Required**

- Associate degree, trade certification, or equivalent professional experience in sound engineering, music production, theatre production, or a related field.
- Experience with live event production and audio engineering.
- Working knowledge of live sound, lighting, projection, staging, and production equipment.
- Strong organizational, communication, and problem-solving skills.

- Ability to prioritize multiple projects in a fast-paced environment.
- Ability to work independently while collaborating effectively with staff, artists, volunteers, and renters.
- Ability to work frequent evenings and weekends.
- Ability to safely lift and move equipment weighing up to 75 pounds.

### **Preferred**

- Experience supervising employees, contractors, or volunteers.
- Experience working in performing arts, nonprofit, or community arts organizations.
- Experience advancing touring performances and coordinating technical riders.
- Experience developing production procedures or staff training materials.

## **Working Conditions**

This position includes regular physical demands associated with live event production, including lifting, moving, and positioning various equipment and stage elements.

Responsibilities include ladder use, extended periods of standing and walking, and working in environments with low lighting and changing conditions.

This role requires regular computer use for communications.

Reasonable accommodations may be made to enable qualified individuals to perform the essential functions of this position.

## **About the Zootown Arts Community Center**

### **ZACC Mission**

**Cultivating community through accessible arts experiences for all.**

The ZACC is Missoula's non-profit arts community center, a vibrant, multi-use facility providing opportunities for arts education, economic growth, and a safe, creative space for the entire community. Connecting community members through in-person art experiences, and supporting local artists, performers, and musicians is at the heart of what we do.

Featuring a wide range of performances in the ZACC Show Room, diverse art in three galleries, the ZACC is a place to create and experience art. By bringing together artists and community members of all ages, we celebrate the richness of community.

The ZACC integrates artistic exploration with community building. We strive to be an open and safe creative space for all. Our success has come with the generous help of volunteers, community partners, and dedicated staff members. This spirit of community, resourcefulness, and creativity drives the ZACC to meet Missoula's needs through what we do best, ART.

## **ZACC History**

The ZACC has been serving the community of Missoula and beyond as a registered 501(c)3 non-profit since 2009. The ZACC moved from its original location in Missoula's Northside neighborhood to the historic Studebaker building in the heart of Missoula. With over a decade of building programs and art experiences on the Northside, the ZACC has grown to serve the community with its new location. Providing art classrooms, low-cost artist studios, a 125-seat performance space, multiple galleries, and more to the community, the ZACC is centrally located downtown and accessible via public transit.

## **ZACC Values**

### **Diversity, Equity & Inclusion at the ZACC**

Accessibility, diversity, and equity are at the heart of what the ZACC does – it's embedded in our mission statement. We are committed to improving and evolving our organization to center on diversity, equity, and inclusion.

Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts programming; the nurturing of an accessible, thriving venue for expression; and the fair distribution of resources.

**To Apply, send the following documents to [Sarah@zootownarts.org](mailto:Sarah@zootownarts.org) and [Joe@zootownarts.org](mailto:Joe@zootownarts.org).**

- Letter of Interest
- Resume or CV
- 3 Professional References