

BOH · R19

Head of Production / PSM

Directs back-of-house production for WACO Presents engagements, oversees technical execution, and calls the show from the Unified Run of Show.

Project focus	Production Stage Manager (Calls the Show) & BOH Production Lead
Command	BOH
Playbook lane	L07 Event Producing & L10 Tech & Production
Reports to	Nijeul X (Lead Instigator & Executive Producer), with Day Producers & joint house calls with Venue Lead
Supervises	Head of Stage / Deck Manager (R20), headset positions, and BOH technical execution alongside DCA Technical Director
Engagement	Track 1 Direct-Hire, project-long · \$4,000.00 (\$3,000 Rebased / \$4,200 Stretch)
Staffing by mode	1 · 1 · 1
Hire and start	Direct hire · offers lock Saturday, October 24, 2026
Training and trials	Trainer-of-Trainers — Oct 28 (11am–4pm); On-Site Part 1 — Oct 30 (11am–4pm); Tech Load-In & Rehearsal — Nov 9–10 (11am–4pm); Opening Run Calls — Nov 12–15 (Thu/Fri 5–11pm, Sat 10am–11pm, Sun 3–11pm PT)

CORE MANDATES

- Direct back-of-house production operations for all WACO Presents opening weekend engagements and call every cue from the Unified Run of Show.
- Coordinate lighting, audio, video, and stage rigging cues on Channel 3 in alignment with WACO Technical Manager Caro Gage and DCA Technical Director Tim Morganfield.
- Synchronize the 5-Act operational clock with Venue Lead (R01) and Head of House (R02), holding joint authority on House Open, Curtain, and late-seating holds.
- Direct the Head of Stage (R20) to ensure all artist entries, podium/riser placements, and multi-act changeovers hold within the 45-to-75-minute Act IV window.
- Hold show-stop authority for life safety or technical emergencies and enforce strict headset discipline across Channel 3.

WHAT THIS ROLE PRODUCES

- Calling Prompt Book and Mastered Cue Stack covering all four distinct opening weekend programs.
- Daily Technical & Rehearsal Call Schedule, sound-check matrix, and changeover timing sheets agreed with R20.
- Synchronized 8-Beat Show-Calling Sequence uniting FOH Channel 2 and BOH Channel 3.
- Nightly Post-Show Production Report documenting run timings, technical notes, and reset requirements.

ON A SHOW DAY

- Act I (Village Event Mode): Lead BOH technical line checks, console verification, artist sound checks, and Channel 3 headset tests prior to doors.
- Act II (Portal Opens · Max 45m): Verify backstage talent readiness with Head of Talent (R22) and Head of Stage (R20); clear stage deck at T-30m.
- Act III (House Opens · 15–20m): Grant House Open clearance with Head of House; call 10-minute, 5-minute, and 2-minute lobby chimes; confirm final house drop count.
- Act IV (The Show · Max 45–75m): Call all lighting, audio, video, and stage transition cues from the Unified Run of Show; call authorized late-seating hold windows.
- Act V (The Let Out): Cue house lights up and walk-out music as Venue Lead and Head of House call 'The Let Out'; oversee backstage reset and publish report.

WHAT THE RIGHT PERSON LOOKS LIKE

- Veteran Production Stage Manager with proven credits calling multidisciplinary live theater, concert, broadcast, and gala productions in a 500+ seat house.
- Experienced operating inside a municipal or union shared-house framework alongside City technical crews with poise and clarity.
- Calm, unhurried, unmistakable headset voice; 100% available for advance prep, training dates, tech load-in, and all four show days.