



# **The Production Manager's Toolkit: Successful Production Management in Theatre and Performing Arts (The Focal Press Toolkit Series)**

*Cary Gillett, Jay Sheehan*

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*"Our theater world is so much better with this book in it, and even better with Cary and Jay at the helm."  
–David Stewart, Director of Production for the Guthrie Theater*

*The Production Manager's Toolkit* is a comprehensive introduction to a career in theatrical and special event production for new and aspiring professionals, given by expert voices in the field. The book discusses management techniques, communication skills, and relationship building tactics to create effective and successful production managers. With a focus on management theory, advice from top production managers provide insights into budgeting, scheduling, meetings, hiring, maintaining safety, and more. Through interviews and case studies, the history and techniques of production management are explored throughout a variety of entertainment venues: theatre, dance, opera, and special events. The book includes references, tools, templates, and checklists; and a companion website contains downloadable paperwork and links to other useful resources such as unions, venues, and vendors.

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