



## **PRODUCTION MANAGER**

FT/Year-Round

Green Box and its affiliated entities are seeking a full-time, year-round Production Manager to coordinate a significant number of activities related to programming and properties in Green Mountain Falls, CO. Green Box's operations occur at outdoor and indoor assets owned by the Historic Green Mountain Falls Foundation and by the Green Mountain Falls Land & Cattle Company. This position reports to Green Box's Director of Production & Operations, who also serves as Property Manager for the other entities, and Green Box's Executive Director.

Core responsibilities include planning, scheduling and coordinating activities to meet deadlines; supervising and leading production assistant staff; allocating labor and managing the efficient use of materials and equipment; monitoring activities as it relates to workflow and productivity and working with all departments/entities to coordinate logistics.

Specific duties include:

### **For Green Box & Historic Green Mountain Falls Foundation (90% of time)**

- Provide maintenance and coordinate inspections of all properties
- Serve as point person for Green Box Arts Festival & Artist-in-Residence Production needs and scheduling
- Manage all rentals of spaces, from first inquiry to final load-out
- Be on call to manage programming in the *Green Mountain Falls Skyspace*
- Provide groundskeeping coordination and services
- Maintain the Master Production Schedule for all Green Box programs
- Manage, coordinate and schedule vendors as required to complete above tasks
- Provide administrative support to Director of Production & Operations

### **For Green Mountain Falls Land & Cattle Company & Green Mountain Road, LLC Properties (10% of time)**

- Provide property maintenance & groundskeeping support for sites including The Outlook Lodge, Little Beaver Inn, and private homes
- Manage, coordinate and schedule vendors, as needed
- Be on call for Hotel Guest Services, as needed for vacation or PTO coverage
- Provide maintenance, groundskeeping and administrative support to the Property Manager



## **QUALIFICATIONS**

High school graduate or equivalent. One-year previous experience in facilities maintenance, production management and/or equivalent work experience. Proficiency in project management software. Ability to maintain and operate necessary equipment. Highly motivated to work independently and as part of a team. Ability and desire to interact with the public and create an amazing experience focused on the arts and nature. Adhere to Green Box policies and procedures, and support management decisions in a positive, professional manner. Ability to obtain or currently possess a valid Colorado driver's license. Must maintain a clean driving record to remain insurable while driving a Green Box vehicle.

## **COMPENSATION**

This is a full-time position, with an hourly salary of \$21-\$25 per hour. Benefits include Health, Dental, and Vision Insurance; 401(k) with employer match; vacation, and more.

## **TO APPLY**

Email a cover letter and resume with **Production Manager Application** in the Subject Line to [info@greenboxarts.org](mailto:info@greenboxarts.org) by June 20, 2026