

## **DIRECTOR OF PRODUCTION**

REPORTS TO: Artistic Director

SUPERVISES: Technical Coordinator and Freelance stage management and technical staff

SALARY RANGE: \$70,00-\$80,000

### **STATEMENT OF JOB:**

A flexible facilitator at the intersection of the artistic vision and the resources of the institution, the Director of Production is a team leader responsible for overseeing the production budgets, people, resources, and schedules for Theater J's projects and theatrical production season in close collaboration with the Artistic Director.

The Director of Production oversees design deliverables, technical aspects of the production, and stage management of Theater J's plays, workshops, and events, and manages the production budgets. They are responsible for overseeing the care and maintenance of The Goldman Theater and its technical services. The Director of Production manages the Technical Coordinator and Theater J's other seasonal and project-based stage managers, technicians, and board operators. The Director of Production supports open channels of communication with all stakeholders, as well as a positive attitude, to bring each production, project, and the season to successful fruition, and a successful candidate will be an excellent communicator and have experience in the technical and production elements of theater.

### **RESPONSIBILITIES INCLUDE:**

- Hire designers and stage management teams for productions in consultation with the Artistic Director and each production's director.
- Serve as the Theater J representative to unions and manage contract negotiations.
- Schedule and lead production meetings. Facilitate design communication between designers, tech crew, and staff before production and during the tech process.
- Manage production budgets in consultation with the Artistic Director, and support reconciling expenses after each project.
- Manage and coordinate schedules of rehearsals, technical rehearsals, work calls, and performances. Duties include creating and maintaining the theater's calendar, coordinating Theater J activities with EDCJCC facilities, security, and administrative staff. In addition, the Director of Production must keep clear communication with other programs and personnel within the EDCJCC on aspects of production.
- Strike and restore and assist in Theater J set-up as needed in the theater space. Duties include striking and storing Theater J items when the space is needed for other events,

coordinating with other programs inside the EDCJCC about their needs for the space, and restoring the theater to performance condition after events. They may be called upon to help with some of the EDCJCC events that take place in the Goldman Theater.

- Oversee load in. Work in collaboration with the Technical Director with load-in and strike of the scenic design and manage all other aspects of the tech load in. Duties include scheduling and overseeing load in and hiring additional labor when needed (for all elements except for scenic load-in, which is managed by the Technical Director).
- Hire and supervise technicians. Duties include identifying and hiring technical staff, communicating on terms with the Associate Producer and Artistic Director, and engaging companies to procure and repair theater equipment (sound, lighting, projection, etc.).
- Communicate with outside partners. Duties include being the primary contact on technical matters for incoming presented shows and transfers of Theater J productions to other venues.
- Archive productions. Duties include maintaining and updating production history, including prompt books with records of design elements and staging, documenting and filing all show-related paperwork.
- Manage all technical inventory. Duties include overseeing preventative maintenance on equipment, overseeing the maintenance of effective technical specifications to share with artist companies and renters of our venues, assisting leadership in the preparation of a maintenance plan, and identifying and advising leadership on both short-term and long-term maintenance and equipment needs.
- In addition to the duties listed above, Theater J expects the following of each employee: Adheres to EDCJCC policies and procedures outlined in the EDCJCC Employee Handbook; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates regular and consistent attendance and punctuality; participates in Theater J staff meetings, agency trainings and events as needed or required; and completes other duties as assigned.

The Director of Production is a full-time exempt employee. The Director of Production must be able to climb ladders, occasionally drive a company van (valid driver's license required), use a power drill, and preferably be able to execute minor technical repairs/adjustments.