

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

JOB DESCRIPTION

JOB TITLE: Production Coordinator
DEPARTMENT: Production
REPORTS TO: Director of Production
PREPARED DATE: September 9, 2018
CLASSIFICATION: FLSA: Salaried, Non-Exempt

ABOUT DALLAS THEATER CENTER

The mission of Dallas Theater Center is to engage, entertain, and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, education programs, and other initiatives that are of the highest quality and reach the broadest possible constituency. One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Award-winning Project Discovery, SummerStage and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play.

MISSION STATEMENT

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DIVERSITY AND INCLUSION STATEMENT

Dallas Theater Center strongly believes that an effective workforce includes employees from different and diverse backgrounds and experiences that together form a more creative, innovative, and productive environment. As a leading national theater, DTC recognizes that building an equitable, diverse and inclusive environment is the key ingredient to its relevance and sustainability in the community it serves.

POSITION SUMMARY:

Reporting to the Director of Production, the Production Coordinator is responsible for the administrative needs of the Production Department. The Production Coordinator participate in the day-to-day operations of the department with responsibilities including (but not limited to): maintaining budget tracking, processing payroll, and maintaining departmental records and calendars. The Production Coordinator also assists the Director of Production in day-to-day administrative and planning tasks.

KEY RELATIONSHIPS

- Director of Production
- Producer

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- Associate Production Manager
- Production Department Heads
- Accounts Payable/Payroll Coordinator
- Company Manager
- Stage Management
- Creative Teams

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Production Department
- Work closely with Production Department Heads, Production Management and the Director of Production to maintain real-time spending data on Production operating budget and Production show budgets
- Track time and attendance for both Production and overhire staff in Paychex
- Prepare and process all Production staff and overhire payroll
- Manage all Production invoices, check requests, expense reports, and mileage reimbursement for the Production Department, while ensuring proper coding and weekly reconciliation of expenditures
- Reconcile monthly Production Department corporate card accounts, including MasterCard, Amazon, Hope Depot and FedEx
- Provide training to Production Department Heads in budgeting and expenditure reconciliation, as needed
- Serve as a liaison for the Production Department to DTC's Finance and People Operations Departments, the AT&T Performing Arts Center, and guest companies at the Kalita Campus
- Attend first rehearsals for each show, as well as tech rehearsals and previews, as requested
- Schedule, coordinate and send reminders for all Production Department meetings
- Take minutes at Production, design and debrief meetings
- Be accessible to various Production staff in relation to the responsibilities and duties outlined for the Production Coordinator position
- Perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion
- Other duties as assigned

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

SKILLS, KNOWLEDGE AND ESSENTIAL ATTRIBUTES

- Strong account management and basic bookkeeping skills
- Excellent communication and negotiation skills
- Proficiency in Google and Microsoft Suites and Dropbox
- Excellent time management skills
- Ability and desire to work as part of a team
- Ability to work under pressure

EXPERIENCE/EDUCATION

- Bachelor's degree preferred or a minimum of 2-years work experience
- Experience in theatrical production or stage management preferred

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

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Please submit resume and cover letter via email to hr@dallastheatercenter.org with **Production Coordinator** in the subject line.