

Dallas Theater Center

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Job Title: Director of Production
Department: Production
Reports To: Managing Director & Artistic Director
Prepared Date: September 22nd 2018
Classification: FLSA: Salaried, Exempt

ABOUT DALLAS THEATER CENTER

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 Wyle 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. Throughout its history, DTC has produced many new works, including recent premieres of *Miller, Mississippi* by Boo Killebrew; *Hood: The Robin Hood Musical Adventure* by Douglas Carter Beane and Lewis Flinn; *Bella: An American Tall Tale* by Kirsten Childs; *Clarkston* by Samuel D. Hunter; *The Fortress of Solitude* by Michael Friedman and Itamar Moses; *Giant* by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

MISSION STATEMENT

The mission of DTC 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, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

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:

An active member of Dallas Theater Center's senior management, the Director of Production is responsible for supporting and leading the Production Department, ensuring that high artistic standards are met at all times. The Director of Production is a vital member of the season planning team, advising company leadership on the allocation of resources for all productions and programs.

KEY RELATIONSHIPS:

Artistic Director
Managing Director
General Manager
Producer

Director of Public Works Dallas
HR Manager
Production Department Heads

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee all production department operations within support of DTC's artistic vision and excellence.
- Manage a full-time production staff in addition to seasonal and over hire employees.
- Participate in the recruitment of all new full-time employees.
- In collaboration with other key DTC departments, create season calendars, rehearsal and performance schedules.
- Create and track all show related budgets and maintain effective methods of financial reconciliation.
- In collaboration with production department heads, create the overall annual production department's operating budget.
- Allocate PM duties between the Director of Production and the Associate Production Manager.
- Assist the Artistic Department with the selection of all visiting artists.
- Oversee and manage the production process with clear communication to all members of the creative team ensuring proper understanding of the DTC resource available to them.
- Track work through departments through production, load-in and strike meetings.
- To meet and brief all your direct reports every two weeks, to ensure they have all the information, support and training required to perform their duties effectively.
- Cultivate and promote a safe working environment and ensure that DTC's production department operates in accordance with current health and safety regulations and best theatre practice.
- Participate in long range planning and DTC policy with the senior leadership team.
- In collaboration with the HR Manager, conduct semi-annual and annual performance reviews with all direct reports.
- Perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion.

These duties and responsibilities are not exhaustive and are subject to review in conjunction with the post holder and supervisor and according to future changes/developments.

SKILLS, KNOWLEDGE REQUIREMENTS, AND ESSENTIAL ATTRIBUTES:

- Demonstrable experience of theater production with a working knowledge of all areas.
- Ability to read and disseminate information from design drawings.
- Sound computer skills including G-Suite, Dropbox, Microsoft office.
- Working knowledge of AEA, USA, AFM, SDC and LORT agreements.
- Sound creative judgment, excellent problem-solving skills and detail oriented.
- Excellent time management skills.
- Strong ability to lead a team and delegate.
- Ability to work under pressure.
- Strong commitment to current best Health and Safety practices.
- Must be able to work under the stress of deadlines and adapt to changing priorities.
- Must be able to handle a high volume of work and attend to numerous projects concurrently.
- Excellent communication and interpersonal skills
- Must be available to work extended work hours at times, including nights and weekends.

EDUCATION AND EXPERIENCE REQUIRED:

- Proven experience in a similar role of at least 5 years.

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 because of such a request.

Please send résumé with references and a cover letter to: hr@dallastheatercenter.org with **Director of Production** in the subject line.