

Job Title: Producer
Department: Artistic
Reports To: Artistic Director

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 Wylie 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.

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.

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.

SUMMARY

The Producer is a key member of the artistic staff at Dallas Theater Center, overseeing the day to day producing of DTC's productions and collaborating and communicating with all departments in the organization. As an energetic, organized and resourceful leader, the Producer will advocate for DTC's mission and values and be committed to working collaboratively within a large organization and the community to achieve both short-term and long-range artistic and institutional goals.

KEY RELATIONSHIPS:

- Artistic Director
- Artistic Staff
- Director of Production
- Visiting artists and creative teams
- Company and Artist Contract Manager
- Marketing Department
- General Manager
- Steering Committee

PRINCIPAL RESPONSIBILITIES:

To assume responsibility for producing Dallas Theater Center's seven play subscription season, its annual production of *A Christmas Carol* and a Summer musical. Duties include but are not limited to:

- Work closely with the Artistic Department in the planning and curation of the season.
- Foster and maintain relationships with local and national directors, designers, choreographers, fight directors, and performers.
- Check the interest and availability of visiting designers and directors and oversee the progress of their recruitment through to contracting.
- In collaboration with the Director of Production, ensure clear communication representing DTC resources and values are delivered to all visiting artists.
- Assist in the delivery of productions in line with the strategic and financial objectives of DTC and be committed to working collaboratively within a large organization.
- Encourage and enable both the creative teams and the staff resources of the company to achieve the highest standard of production.
- Actively participate in the smooth running of productions throughout their life.
- Contribute to the generation of artistic projects and programming ideas.
- Work with the Artistic Director and key DTC departments to maximize the commercial potential for DTC productions
- Be as accessible as possible to directors, other artists, performers and staff in relation to your productions.
- Attend and contribute to meetings including: artistic planning, steering committee, production, design and full company meetings.
- Hire and supervise DTC's regional casting director and outside casting companies.
- Support DTC's commitment to equity, diversity and inclusion and ensure that it is fully embraced and implemented in all aspects of your productions.
- Apply DTC's strategic plan initiatives at all times.

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

ESSETIAL ATTRIBUTES:

- Sound grasp of current best theater producing practice in the US.
- Problem solving approach and positive attitude.
- Experience and understanding of budgets.
- Experience of forming and managing relationships with creative artists.
- Sound creative judgment.
- Good leadership qualities, an ability to motivate others and a collaborative approach to work.
- Excellent communication skills.
- Sound IT skills, including proficiency in Microsoft Excel.
- Self-motivated.
- Excellent time management skills.
- Must be available to work extended work hours including nights and weekends.
- Ability and desire to work as part of a team.
- Ability to work under pressure.

EDUCATION AND EXPERIENCE REQUIRED:

- Proven experience in theatrical producing and/or significant leadership in professional theater or its equivalent.
- Advanced degree recommended (Bachelor's degree required) in Arts Management or other relevant areas of responsibility.

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: production-jobs@dallastheatercenter.org