

**Job Title:** Production Coordinator  
**Department:** Production  
**Reports To:** Director of Production  
**Prepared date:** 5/4/18

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## ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award<sup>®</sup> 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 Theater, 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 *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; *Moonshine: That Hee Haw Musical* by Robert Horn, Brandy Clark and Shane McAnally 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.

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## SUMMARY

Reporting to the Director of Production, the Production Coordinator will participate in the day-to-day operations of the Production Department. Responsibilities include but are not limited to: maintaining budget tracking and analysis for all production cost centers, processing payroll, maintaining departmental files and records and assisting production department heads. Also assists the Director of Production in day to day administrative and planning tasks.

## ESSENTIAL DUTIES

- Working with production department heads and director of production to maintain real-time spending data on production operating budgets and production show budgets
- Assist in the analysis of spending data to accurately prepare reports for the director of production/production manager and CFO
- Meet quarterly with CFO and director of production to report on production department reconciliation and projected spending
- Tracking time and attendance for both production and over-hire staff in Paychex and Google Docs.

- Prepare and process all production staff payroll
- Manage all production invoices, check requests, expense reports and mileage reimbursements for the production department and ensuring proper coding and weekly reconciliation of expenditure
- Reconciling monthly production department corporate card accounts, including MasterCard, Amazon, Home Depot and FedEx
- Serve as a liaison for the production department with DTC's finance office
- Manage all new production employee onboarding. Where necessary, provide training to employees in Paychex, budgeting and expenditure reconciliation
- Attend production meetings, first rehearsals, tech rehearsals and some preview
- Actively participate in all H&S meetings
- Minute production, H&S, design and debrief meetings.
- Liaise with potential production personnel and arrange interviews where necessary

*This job description is not exhaustive and is subject to review.*

#### **ESSENTIAL ATTRIBUTES**

- Demonstrable experience of theater production
- Experience in account management and basic accounting procedures
- Sound creative judgment
- Excellent communication and negotiation skills
- Sound IT skills, including proficiency in Microsoft Office Suite, particularly Excel, Dropbox and Google
- Self-motivated
- Excellent time management skills
- Ability to be and desire to work as part of a team
- Ability to work under pressure

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Candidates should have a bachelor's degree in theater
- An emphasis in production or stage management desirable

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](mailto:production-jobs@dallastheatercenter.org)