

DALLAS THEATER CENTER

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

JOB DESCRIPTION

JOB TITLE:	Assistant Production Manager
DEPARTMENT:	Production
REPORTS TO:	Production Manager
PREPARED DATE:	August 31, 2021
CLASSIFICATION:	FLSA: Salaried, Non-Exempt
SALARY RANGE:	\$38,000-\$42,000 annually

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.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity, and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY:

Reporting to Dallas Theater Center's (DTC) Production Manager, the Assistant Production Manager (APM) is responsible for supporting the management of all operations and administration in the Production Department. The APM will be embedded in all aspects of day-to-day management of the Production Department. Primary responsibilities will focus on: departmental and show budget tracking, supporting Production Department Heads in processing payroll for their teams, coordinating production meetings, design presentations and technical reviews and serving as the lead representative for production management on specific production projects under the direction of the Production Manager.

This is a full-time, non-exempt position, which is eligible for overtime. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs, complimentary tickets and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

KEY RELATIONSHIPS

- Director of Production
- Production Manager
- Production Department Heads
- Finance, Accounts Payable and Payroll
- Company Management
- Stage Management
- General Management
- Artistic Department

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- Guest Directors & Designers
- Public Works and Education Department
- People Operations Department
- Development Department
- Marketing Department, Box Office and Front of House Personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Under the direction of the Production Manager, collaborate and assist in scheduling, planning, budgeting and financial management, and implementation of all aspects of production elements for DTC productions.
- Under the direction of the Production Manager, coordinate schedules and availability for all Production meetings, design presentations, technical design reviews and department meetings.
 - This includes directly coordinating with guest designers, directors and their associates to confirm their availability for meetings.
 - Coordinate logistics and set-up for all in-person and virtual meetings and activities for the production department, and facilitate operational and technical aspects of these meetings.
 - This position is responsible for taking notes during all production meetings, communicating those notes and re-caps to attendees and following up on specific items as assigned by the Production Manager.
- Be available to represent Production Management for site visits, load-ins, work calls or other activities as assigned by the Production Manager to support the Production department's effective coverage and presence at all production activities throughout the season.
 - This position will attend and support technical rehearsals as assigned.
 - This position may be assigned to be on-call to represent Production Management as needed.
- The APM will support all Health and Safety efforts of the Production Department and coordinate specific equipment and resources needed for work in the department.
- Coordinate production support for non-show activities as assigned by the Production Manager.
- Work closely with Production Department Heads, Production Management and the Director of Production to maintain real-time spending data on Production operating budgets and Production show budgets.
- Support Production Department Heads in the onboarding of new team members and overhire employees, including verifying paperwork, coordinating with Finance and People Operations and ensuring individuals have appropriate information prior to their first day of work.
 - Maintains records for all temporary overhire employees, verifies completion of paperwork or needed updates and coordinates with the Production Department Heads, Finance and People Operations as needed.
- Track time and attendance for both Production and overhire staff in DTC's payroll system.
- Prepare and process all Production staff and overhire payroll on a bi-weekly basis.
- Manage all Production invoices, check requests, expense reports, and mileage reimbursement for the Production Department, while ensuring proper coding and regular reconciliation of expenditures.
- Reconcile monthly Production Department corporate card accounts, including MasterCard, Amazon, Home Depot and FedEx.
 - Provide training to Production Department Heads in budgeting and expenditure reconciliation, as needed.
 - With broad direction from the Director of Production, support production department heads in monitoring spending for their departments and providing guidance on alternate accounts to utilize whenever specific budget issues arise.
 - Supports the Finance department in closing out the Fiscal Year by providing relevant information for departmental budgets, following up on pending invoices and updating records as needed.
- Support Company Management in coordinating travel and housing needs for guests visiting from out of town as needed.
- Under the direction of the Production Management, liaise with AT & T Performing Arts Center as needed for space management, scheduling and resource needs.

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- Provide support for facilities and vendor appointments as needed.
- Perform work in a manner that is consistent with DTC's mission, vision and values
- Actively participate in DTC's work towards equity, diversity, and inclusion and becoming an anti-racist organization by:
 - Participating in all DTC-wide EDI trainings, workshops, or experiences
 - Participating in all EDI learnings or experiences cultivated within the Production and/or Production Management Department
- Maintain safe working conditions in keeping with DTC health and safety guidelines and COVID19 Response Protocols.
- Other duties as assigned by the Production Manager or Director of Production

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 coordination, project management and logistical skills
- Strong accounting, budget management and bookkeeping skills
- Excellent communication 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

- An equivalent combination of education and experience typically gained from undergraduate education in production management, stage management, technical direction, design or other theatrical disciplines and 1 to 3 years of progressively responsible experience in live entertainment or theatrical settings.
- This position is ideal for an early career production manager, who is interested in growing into an Associate or Production Manager role in a complex organization.

COVID19 REQUIREMENTS:

- Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols
- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

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.

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

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

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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 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.

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.