

POSITION ANNOUNCEMENT

DIRECTOR OF PRODUCTION



FIRST STAGE is committed to dismantling structures that may prevent ALL people from applying for employment with us. FIRST STAGE celebrates the richness of our world by cultivating Equity, Diversity and Inclusivity as they inspire the creativity that nurtures great art, artists and audiences.

FIRST STAGE is an equal opportunity employer and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, gender, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

Position: Director of Production

Status: Exempt, Full Time

Reports to: Artistic Director and Managing Director

Dates: Flexible start fall of 2024

Compensation: \$60,000 - \$65,000 annually

First Stage provides a competitive benefit package that includes but is not limited to the following: health/dental/vision coverage, vacation and paid holidays, as well as a 403(b) plan.

Overview: The Director of Production is responsible for ensuring that productions are completed on time and on budget, with an eye for artistic excellence and organizational wellness. The Director of Production manages large teams working on concurrent projects and will have the ability to follow up on the details while keeping the bigger picture in mind. They will work closely with production department heads, creative teams, and the First Stage Directors team. First Stage puts on 8 to 10 productions each season with varying levels of production support between two theaters: a 494 seat $\frac{3}{4}$ thrust, and a 142 seat theater in the round.

RESPONSIBILITIES AND DUTIES

- Supervise all production staff (full-time, part-time, and seasonal) and act as direct supervisor for Production Department Heads which currently include an Assistant Director of Production, Costume Shop Manager, Properties Master, Resident Production Stage Manager, and Technical Director
- Establish and maintain positive communication between Department Heads regarding the production processes, scheduling, and shop priorities, with special attention to team building between the three locations in which First Stage Production holds residence
- Create, oversee, monitor, and evaluate the design processes for all productions including scheduling and running all design and production meetings

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- Realize designs on deadline and on budget for time and materials with a standard of artistic excellence, including approval of lighting and sound designs and the dissemination of that information to Head Audio and Head Electrician who are seasonal IATSE staff
- Work with Academy Director to identify production related requests for Academy programming as needed, which is currently primarily for summer class presentations
- As a member of the cross departmental Artistic Team, work to develop and explore the feasibility of season selection
- Schedule and create the season production calendar in coordination with the Artistic Director and Department Heads
- The Director of Production has budget responsibility for all production areas and production personnel; this will include preparation and up to date forecasting of the annual budgets for production materials, labor, housing and travel, facility expenses at the scenery/prop/paint shop, and capital projects
- Oversee the Assistant Director of Production in coding, submitting, and tracking all production area purchases including sound and lighting equipment rentals
- Administer weekly payroll for production and artistic departments and ensure hard checks are distributed
- Recruit, interview, and hire for open production positions including design team members
- Responsible for negotiating and generating all agreements and contracts for production staff and designers including AEA, IATSE, and USA members with the Assistant Director of Production
- Collaborate with the Assistant Director of Production and the Associate Artistic Director to onboard production and artistic team members including oversight of housing, travel, and culture setting hospitality
- Act as liaison between the production and administrative departments including attending weekly directors meetings and being an active collaborator in strategic planning
- Weigh in on contracts and negotiations for union agreements and facility leases and rentals
- Continual assessment of existing systems and improvements for future implementation

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- Work with the Assistant Director of Production to implement, enforce, and maintain safety procedures for the department including First Aid training for staff, emergency protocols, First Aid Kit administration, etc
- Consult with facility staff in all rehearsal and performance venues on schedule and space viability as well as equipment maintenance and potential capital investments
- Oversee the maintenance and administration of the scene/prop/paint shop facility by collaborating with the landlord, city officials, and department heads to ensure that safety standards are upheld and that repairs are completed in a timely and budget conscious manner

QUALIFICATIONS

- Ability to maintain a positive work environment by communicating and behaving in a positive manner with all artists, staff, and stakeholders from a variety of backgrounds
- Experience managing projects and people
- Ability to develop and work within an approved budget
- Able to interpret and enforce IATSE, AEA and USA contracts
- Able to identify and resolve problems in a timely manner
- Able to work well in group problem-solving projects
- Demonstrate efficient time management and prioritize workload, including the ability to work independently while maintaining deadlines
- Strong diplomatic and leadership skills
- Knowledge of Microsoft Office Suite
- Able to read and interpret technical drawings and materials
- Strong written and verbal communication skills
- Proven mindfulness for safety concerns and familiarity with OSHA safety standards
- Willingness and ability to work some evenings and weekends as necessary (typically scheduled in advance)
- Working knowledge of technical theater standards in all disciplines
- Desire to and/or experience working with and for young people
- Degree and/or equivalent experience in technical theater

REQUIREMENTS

- Display a willingness and desire to engage with and contribute to First Stage's forward thinking company culture and to lead the production department by setting an example of respect, generosity, and fun

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- Due to First Stage's agreements with Actor's Equity Association (AEA), you must agree to any COVID-19 and Infectious Disease procedures, including but not limited to any required masking or prior testing to enter or interact with production groups, rehearsal, or backstage spaces as designated by First Stage
- First Stage is committed to creating a safe, equitable, and inclusive work environment, and all incoming staff members will be required to complete Equity, Diversity and Inclusion training
- Engage with and support the efforts of First Stage and the Belonging-Equity-Access-Diversity (BEAD) Committee to become an anti-racist organization

To Apply:

Send resume and cover letter to production@firststage.org with the subject line - Director of Production: (First Name, Last Name). No phone calls, please. All employment at First Stage is subject to a background check due to the nature of our work with Young People. Application submission period will remain open until the position is filled.

ABOUT FIRST STAGE

First Stage is one of the nation's leading theaters for young people and families. First Stage touches hearts, engages minds and transforms lives by creating extraordinary theater experiences through professional theater productions that inspire, enlighten and entertain, serving audiences of over 120,000 among more than 300 performances annually. Its Theater Academy, the nation's largest high-impact theater training program for young people, fosters life skills through stage skills and serves nearly 2,000 students each year. As Wisconsin's leader in arts-integrated education in schools, First Stage's dynamic Theater in Education programs promote literacy, character building and experiential learning throughout the curriculum, serving 20,000 students each year. For more information about First Stage visit www.firststage.org.