

DALLAS THEATER CENTER

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

JOB TITLE: Assistant Production Manager
DEPARTMENT: Production
REPORTS TO: Production Manager
PREPARED DATE: August 26th, 2022
CLASSIFICATION: Full Time, FLSA Non-Exempt
SALARY RANGE: \$40,000-\$44,000

MISSION STATEMENT

The mission of Dallas Theater Center 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:

The Assistant Production Manager (APM) is responsible for supporting the Production Manager in ensuring that all productions are produced in a timely and fiscally responsible manner with the highest artistic quality possible. The APM supports the Production Department as a whole as the principal scheduler for meetings and by coordinating the onboarding for new & returning overhire hires. The APM will also serve as the lead Production Manager on projects of their own, as assigned by the Production Manager, primarily focusing on community-based initiatives.

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 INTERNAL RELATIONSHIPS

- Production Manager
- Director of Production
- Production Department Heads (Heads of Scenic, Props, Costumes, Lighting, Sound, Stage Management)
- Sub-Department/Show Crew Leads (Stage Operations, Wardrobe, Hair & Make-Up, Paints)

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- Stage Management - Resident and Guest
- Company Management
- General Management
- Artistic Producer & Associate Producer of Public Works
- Guest Directors & Designers
- Finance Department, Accounts Payable, and Payroll
- Public Works and Education Department
- EDI & 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, 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.
 - Support company management in coordinating travel and housing needs for guests visiting from out of town as needed.
 - 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.
- Coordinate production support for non-mainstage production activities as assigned by the Production Manager.
- Support Production Department Heads in the onboarding of new team members and overhires, 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.
- Prepare and process all Production staff and overhire payroll on a bi-weekly basis.
- 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.
- Provide support for facilities and vendor appointments as needed.
- Perform work in a manner that is consistent with DTC's mission, vision and values, including our commitment to equity, diversity and inclusion
- Other duties deemed necessary and appropriate to the position

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

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SKILLS, KNOWLEDGE AND ESSENTIAL ATTRIBUTES

- Fluency in the English language.
- Residency in Dallas/Ft. Worth Metroplex upon employment required, with balance between in-person(on-site) work and remote possible.
- Position primarily works at a seated desk, though movement through workspaces, including construction workshops, rehearsal halls, theatrical venues, required. Site visits to other performance venues or locations may be necessary.
- Working knowledge of performing arts procedures and practices.
- Strong organizational, analytical, and communication skills/
- Introductory accounting, budget management and bookkeeping skills
- Strong communication skills
- Typing and computer literacy required; knowledge of Google Suite, Dropbox, Microsoft Suite, and Windows, or ability to learn upon introduction to new software is essential for success in this role.
- Strong time management skills
- Ability and desire to work as part of a team
- Ability to work under pressure
- Evenings/weekend work required when necessitated by production schedule

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.

PHYSICAL REQUIREMENTS

- Ability to be physically present, as needed or requested, to perform essential duties
- Ability to be physically present virtually (on Zoom or otherwise), as needed or requested, to perform essential duties
- Ability to work “off-business hours” and some nights and weekends as needed and requested

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 careers@dallastheatercenter.org with **Assistant Production Manager** in the subject line.

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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 Wyly 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.

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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.