

DALLAS THEATER CENTER

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

JOB TITLE: Production Manager
DEPARTMENT: Production
REPORTS TO: Director of Production
PREPARED DATE: August 26th, 2022
CLASSIFICATION: Full Time, FLSA Exempt
SALARY RANGE: \$52,000-\$58,000

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 Production Manager (PM) works to ensure all productions are produced in a timely and fiscally responsible manner with the highest artistic quality possible as the default lead Production Manager on all shows. They also support the Director of Production with current management and operations in the Production Department, as well as planning for the future seasons. The Production Manager serves as the Production Department Head for Production Management, chair of the Production Safety Subcommittee, and supervises the Assistant Production Manager, supporting them in their essential duties and responsibilities.

This is a full-time, exempt position, which is not 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

- Director of Production
- Assistant Production Manager
- Production Department Heads (Heads of Scenic, Props, Costumes, Lighting, Sound, Stage Management)

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- Sub-Department/Show Crew Leads (Stage Operations, Wardrobe, Hair & Make-Up, Paints)
- 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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the lead production manager for all DTC productions.
- Work with Production Department Heads and Creative Teams to ensure all proposed designs are achievable within the available resources and ensure a safe working environment.
- Oversee the production and design review process, working with Production Department Heads to address problems as they arise and ensure open communication between all departments.
- Create & maintain load-in, tech and load-out schedules.
- Partner closely with the Resident Production Stage Manager to review and adjust annual rehearsal schedules and calendars to align with broader production calendars.
- Be present during tech rehearsals, ensuring safe working practices and keeping the process on schedule.
- Oversee the scheduling of, and lead production meetings, design presentations, technical design reviews and daily production post tech/preview notes sessions.
- Monitor rehearsal & performance reports to ensure all questions are addressed and productions are maintained throughout the run.
- Coordinate with other DTC departments to provide production support for Public Work, Marketing, and Development events.
- Must be able to function independently on projects as assigned by the Director of Production. Examples include advance planning and producing team meetings for DTC's annual Public Works Pageant, Gala, Innovation Lab, and other non-subscription productions.
- Assists the Director of Production with logistics & season planning, including calendar creation, show budget planning, design deadline framework and space management for all DTC productions.
- Provide supervision and direction to the Assistant Production Manager to ensure that they have the resources, support and direction necessary to support all aspects of the production department; and assign this role to serve as the lead production management on specific projects throughout the year.
- Must be able to clearly and effectively communicate with all production department heads regarding all aspects of DTC productions.
- Serve as the primary Production Management contact for ATPAC to facilitate DTC's venue resource, technical coverage and other production needs, including sending production and technical overviews, schedules and requests in advance of each production.
- Serve as the primary Production Management contact for production renters of DTC managed facilities to coordinate, facilitate and follow-up on specific production needs when they are producing in DTC spaces.
- The Production Manager is key to overseeing the support of all Health and Safety efforts of the production department and coordinating specific equipment and resources needed for work in the department, in addition to serving as Chair of the Production Safety-Subcommittee and member of the organization-wide Safety Committee.
- 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.
- A strong working knowledge of theatrical production procedures and practices.
- Excellent organizational, analytical, and communication skills.
- Typing and computer literacy required; knowledge of Google Suite, Dropbox, Microsoft Suite, and Windows is essential for success in this role. Experience in Blackbaud or Venue Ops plus.
- General ability to read and interpret theatrical drawings; a proficiency in either AutoCAD or Vectorworks a plus.
- Experience with general safety practices in the theater.
- Accounting, budget management and bookkeeping skills
- Ability to maintain strong working relationships with both DTC staff and outside artists during stressful situations.
- Strong critical thinking & creative problem-solving skills.
- Evenings/weekend work required when necessitated by production schedule

EXPERIENCE/EDUCATION

- An equivalent combination of education and experience typically gained from education and training in production management, stage management, technical direction, design or other theatrical disciplines and 3 to 5 years of progressively responsible coordination, supervision and management experience in a live entertainment or theatrical setting.

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 **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.