

**POSITION: Director of Production**

**POSITION TYPE: Full Time, Exempt**

**DEPARTMENT: Production**

**REPORTS TO: Artistic Director**

**Olney Theatre Center, an award-winning, four-stage, leading regional theater in the vibrant DC region, seeks an outstanding theater-maker to serve as its DIRECTOR OF PRODUCTION (DOP).** The DOP oversees a \$4.5M production budget, with performances across four spaces on Olney Theatre Center's 14-acre campus. Partnering closely with Artistic Director Jason Loewith, the DOP ensures the company's full range of performances and presentations happen efficiently, equitably, and with excellence.

The DOP holds primary responsibility for delivering the technical execution of all Olney Theatre Center productions on time and within budget, with an emphasis on facilitating clear and transparent communication between and among production staff, other departments, and creative teams working on each production. Reporting to the Artistic Director, this Senior Staff position supervises the 30-person Production Department, aligning human and financial resources to realize individual projects at the highest level, while working to maximize the overall capacity of the Production Department reflecting the theatre's mission and values.

#### **SKILLS AND VALUES REQUIRED OR DESIRED**

- **Investment** in OTC's [Mission, Vision, and Values](#), and its [Statement on Social Justice and Becoming Anti-Racist](#).
- **Broad background in technical theater**, including at least 5 years managing a staff; preference for experience managing a production department for a theater or other performing arts organization.
- **An artistic temperament:** the desire to say "yes" to every bold artistic idea, coupled with the strength to say "no" when it must be said (and to say "no" with grace, transparency and sympathy)
- A **passion for schedules and budgets** that work
- **Long-term thinker, short-term problem solver:** the ideal DOP is thinking about how to produce a show three years from now while simultaneously addressing the failure of the projectors to work in last night's tech
- **A master delegator**
- **A champion for the Production Department:** the ability to optimize human resources in keeping with core values, ensuring no one works too much for too little
- The ability to manage and prioritize among multiple projects simultaneously and drive to meet deadlines

- Working knowledge of artists' union agreements (AEA, SDC, USA, and AFM) preferred.
- Ability to communicate with the artistic director, designers, technicians, artisans, and other production leaders effectively
- Ability to understand and design both the strategy and operational aspects of a project.
- Excellent social and collaborative skills with an emphasis on building and maintaining meaningful and reciprocal relationships
- The ability to efficiently manage time, effort, and decision-making skills across various programs and departmental operations
- The ability to effectively coach team members toward personal and professional growth.
- Impeccable organizational skills and the ability to direct and motivate staff effectively. Comfort with Microsoft Office programs and aptitude for adopting new software tools. Understanding of advanced scheduling, budgeting and bookkeeping practices.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for a regional theater production department of 18 full-time employees and 12 apprentices.
- Supervise Department Heads, Associate Production Manager, Company Manager and oversee Department Heads' management of their staff.
- Supervise production departments in the planning, construction, and maintenance of the physical production for all shows.
- Coordinate schedules with Department Heads (Scenic, Costumes, Props, Lights, Sound and Projections, Stage Management) for the successful rehearsal, build, load-in, tech, and performance of season productions, events, Olney Performance Series productions, and Education performances.
- Work with the General Manager to generate show-specific and departmental budgets, and collaborate with Department Heads and creative teams to bring designs within budgetary and safety constraints. Track departmental spending and work with General Manager to generate periodic projections of annual budget and cash flow models.
- Ensure successful flow of information between Departments on any elements that share responsibilities, such as practical in the scenery, flown items, and any special effects.
- Lead a culture of safety, equity and responsibility.
- Hire Stage Managers for season productions and mentor Stage Management apprentices
- Develop and update long-range plans for improvement and expansion of theatre equipment and systems.
- Oversee the maintenance and upkeep of productions and their artistic and technical values.

## **DESIRED QUALIFICATIONS**

- **Experience:**
  - A minimum of five (5) years production management experience or its equivalent, preferably at a regional theater.
  - Quality personnel management experience
  - Broad understanding of all aspects of technical theater
  - Significant experience supporting musical-theater productions as well as new works
  - Experience in leading teams and collaborating across departments strongly encouraged; exceptional interpersonal skills required and group leadership skills strongly encouraged.
- **Physical Requirements:** Sit for extended periods of time (up to four hours), operate a computer keyboard for extended periods of time (up to four hours), ability to speak on the telephone for extended periods, ability to ambulate comfortably and with frequency required. Ability to lift moderate loads preferred.
- **Time Requirements:** Full-time position (Monday – Friday), with evening and weekend work requirements during tech rehearsals. Generous flextime, comp-time and virtual work options available.
- **Travel:** When local travel is required it will be reimbursed.
- **Transportation:** Due to Olney Theatre Center’s location, access to a motor vehicle is required.
- **COVID-19:** OTC requires all full-time employees to provide proof of COVID-19 vaccination. The DOP, working closely with AEA companies, will also need to provide proof of a booster shot.

## **SALARY AND START DATE:**

The anticipated start date is September 15, 2022, but OTC will continue searching until the right candidate is found. **This position will not be filled unless at least 33% of qualified finalist candidates are people of color.** Salary is \$65,000 - \$80,000 per annum, depending on experience. Olney Theatre Center offers a full benefits package, including modest 403(b) match; medical, dental, disability and life insurance; vacation, sick, personal and parental leave; and complimentary and discounted tickets.

*OTC is an Equal Opportunity Employer who celebrates diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law. We are committed*

*to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.*

### **ABOUT OLNEY THEATRE CENTER**

Named “**one of the country’s leading regional theaters**” on PBS, Olney Theatre Center is one of the Washington, DC region’s most critically-acclaimed large theater companies. Located ten miles north of Washington, DC in arts-rich Montgomery County, Maryland, Olney Theatre Center boasts a 14-acre campus with three indoor and one outdoor performance spaces, and is the midst of a \$32M capital campaign to renovate and redesign its physical plant. Founded in 1938 as a summer stock company on the Straw Hat circuit, OTC is now an \$8M/year professional regional theater offering seven member productions and dozens of curated presentations annually. Legendary performers Tallulah Bankhead, Helen Hayes, Sir Ian McKellen, Tandy & Cronyn, and Olivia de Havilland trod the boards in the early days. With a more recent turn towards new work, creatives with Tony and Grammy Awards, OBIEs, and MacArthur Genius Grants have premiered their work here, like Moises Kaufman, Bekah Brunstetter, and Sergio Trujillo, among others. Along with Baltimore's Centerstage, Olney Theatre Center is one of Maryland's two state-designated theaters.

### **HOW TO APPLY**

Please send resume and cover letter to [jobs@olneytheatre.org](mailto:jobs@olneytheatre.org). No calls, please. Depending on volume of responses we may only be able to respond to candidates we wish to interview. **Applications for this position close by August 31, 2022.**

*July 15, 2022*