

## JOB DESCRIPTION

### JOB TITLE: DIRECTOR OF PRODUCTION

**JOB SUMMARY:** Leads the Production department, facilitates collaboration among and between artists and artisans; ensures the efficient mounting and operating of all Oregon Shakespeare Festival (OSF) productions in a manner consistent with organizational priorities. Fosters a culture of open communication that emphasizes OSF's commitment to all departments working together as one company, in an atmosphere where all participants can do their best work.

### ESSENTIAL JOB DUTIES:

1. Facilitates the execution of production requirements for all Festival productions in a manner consistent with the Artistic Director's vision.
2. Initiates and coordinates the flow of information within the Production Department and expedites support requests from the Artistic and each production department, through regular consultation with the Artistic Director and Production department heads.
3. Ensures that the resources and support available to production departments are sufficient to achieve the artistic goals of the Festival; keeps Artistic and Executive leadership informed of staffing and resource challenges, and advocates for Production department heads and their staff in resolving those challenges; collaboratively engages with Production department company members in finding solutions to systemic obstacles to productivity.
4. As a member of the Festival's Leadership Team, contributes to planning the future direction of the organization, and the development of organizational goals /vision/values; clarifies the resource allocation and budgeting choices needed to achieve those goals.
5. Organizes, schedules and leads production meetings. Coordinates with direct reports to ensure active Production Department presence and

- participation in and follow-up communication related to all on-stage, technical and dress rehearsals, and previews. Also attends Artistic staff and Leadership Team meetings, and selected design meetings.
6. Hires and supervises direct reports, ensures collaboration, encourages and fosters professional growth, including: continued education; delegation of major projects; collaborative problem-solving; collaboration with OSF's IT department to innovate work processes; and discussion of industry trends, especially those intended to foster artistic collaboration and/or to increase efficiency.
  7. Develops the annual production schedule; coordinates rehearsals, strikes, concerts, and other events on the Festival stages. Consults with relevant stakeholders (including but not limited to direct reports, Artistic Office, Literary Office, Marketing and Stage Management) in this process. Allocates technical time on Festival stages in consultation with Producer-Stage Management.
  8. Maintains inventory of company production assets, oversees all company warehousing and tour packaging.
  9. Ensures robust and timely communication among designers and directors and Production departments as designs are produced with the goal of creating projects which can be achieved within Festival's resource, staffing, and scheduling constraints. Identifies and addresses obstacles to timely adherence to shop deadlines. Informs Artistic Director and other stakeholders of potential conflicts affecting schedules, budgets and personnel. Works collaboratively to resolve conflicts.
  10. Supervises preparation of budgets for all production areas, and ensures operations are conducted consistent with budget requirements. Oversees all expenditures in production areas. Authorizes production purchasing. Establishes methods of maintaining budget control on designated accounts.

11. Ensures timely and robust communication with other stakeholders on such areas as fund allocation, designer fees, and other assumptions embedded in the budget re: labor, material, and capital expenditures.
12. Oversees contracting with designers, in a manner that encourages consistency and fiscal stewardship.
13. Actively participates in and supports organization's safety management efforts. Ensures that production work is conducted in a manner consistent with current safety standards. Fosters proactive collaboration with Safety Manager and Audience Services Manager on these issues. Represents Festival, as appropriate, in securing performance related permits from outside agencies (Fire Marshall, Bureau of Alcohol, Tobacco and Firearms (ATF). Serves as a member of the Festival's Safety Committee.
14. Promptly reports to Physical Plant issues related to maintenance and upkeep of all theatre spaces for safety and efficiency. Collaborates on repairs and upgrades as needed. Communicates, as needed, on these issues with direct reports, Safety Manager and Finance.
15. Performs work in a manner that supports OSF's Mission, Values & Vision and its commitment to diversity and inclusion.

#### OTHER JOB DUTIES:

1. Coordinates technical aspects of new Festival building projects
2. Other duties as assigned by the Artistic Director.

#### RELATIONSHIPS:

Reports To: Artistic Director

Supervises: Costume Department Manager, Technical Director, Props Department Manager, Lighting Department Manager, Sound Engineer, Stage Operations Manager, Head of Scenic Design Studio, Production and Artistic Associate.

Regular professional interaction with: Associate Artistic Director, Other Associate Producers, Executive Director, Safety Manager, Manager of Physical Plant, Audience Services Manager, Director of Education, Box Office Manager,

MINIMUM QUALIFICATIONS: (Necessary to the Successful Performance of the Position)

Education: Masters degree preferred; Bachelors degree in Technical Theatre or related field from four year college required (additional work experience accepted in lieu of meeting education requirement)

Work Experience: Broad background in most areas of technical theatre, including at least five years of managing a staff and a production department for a large (LORT B or above) theatre.

Machines, Tools, Equipment, Work Aids: Proficiency in Microsoft Office Suite (Word, Powerpoint, Excel); Familiarity with design software (e.g. AutoCad, Vectorworks, Solidworks).

Physical Ability: Ability to access all technical spaces at the Festival.

Other Ability: Exceptional interpersonal and communication skills; ability to coordinate a wide variety of activity and personnel; ability to maintain a positive work atmosphere by behaving and communicating in a manner that encourages collaboration with clients, customers, co-workers and management. Ability to engage, inspire, motivate and listen to staff; ability to respond to staff concerns.

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