

## **Director of Production**

Department: Production

Reports to: COO

Preparation Date: March 26, 2015

FLSA Status: Salaried, Exempt, Full-Time

### **Position Summary**

The Production Director supervises all aspects of Cincinnati Ballet's and the Otto M. Budig Academy of Cincinnati Ballet production and technical operations. This includes creation of the production budget and maintaining the department's operations within it, generation of the production calendar and schedules within union guidelines, and coordination of performance activities with artistic, technical, and venue staff.

### **Essential Duties and Responsibilities**

- In collaboration with Artistic Director/CEO, COO and PSM/Company Manager create, manage and monitor production and technical plans and budgets
- The Director of Production is to ensure that all aspects of production and performance are realized at the highest possible levels of quality and efficiency, with the limitations of the schedule and budget.
- The director is to serve as the technical director on all productions to insure that all technical aspects of the productions runs smoothly and within the budget including supervising the preparation of plans, and plots, supervising the shop for construction of scenery, props and costumes, supervising the IA heads of department and insuring the safety of all personnel on stage.
- Ability to communicate with and among artistic staff, administrative staff, stagehands, and AGMA dancer representatives
- Create and manage production Calendar and Schedules
- Facilitate pre-and post-production staff meetings with appropriate personnel
- Oversee Production Warehouse/ Storage Planning and Supervision and Tracking of Inventory
- Generally oversee all aspects of production, including design process coordination (scenery, lighting, wardrobe), repertory and rental research
- Engage and over-see Stage Management Support
- Participate in negotiations of collective bargaining agreement
- Supervises the IATSE Crew in all aspects of technical direction, including management of supplies, equipment purchases/rental, set maintenance and refurbishment, prop procurement and maintenance, pyro licensing/supervision for theatre and FOH
- Provides IATSE Wardrobe Staff Liaison/ Support
- Rehearsal Studio Support and Maintenance
- Local and Long Haul Trucking Management and Administration/ Documentation, Shipping and Receiving
- In collaboration with the COO manages touring and run out production planning/development of budget/supervision set and costume rentals/sales management
- Working in collaboration with Production Stage Manager/Company Manager to facilitate set and costume rental/sales management.

- Establishes communication and mutual respect with all senior staff so that the production department will act in harmony with all other departments of the Company.
- Establishes a good working relationship with all directors, set, costume and lighting designers and coordinates their efforts to satisfy the artistic and financial goals of the company.
- Obtains bids for recommends contract awards and supervises the execution of all approved production designs.
- Responsible for the trucking, warehousing and maintenance of all ballet sets, costumes, properties and lighting equipment.
- Responsible for overseeing the preparation of the production books and maintains technical files and plans for ready access.
- Other duties as assigned

### **Education & Experience Necessary**

- At least two years working in the production department for a ballet company is essential.
- BA in theater or production and/or a minimum of 5 years production management experience is required.
- Leadership experience and proven management capability
- Outstanding written and verbal communication skills
- Detail oriented, with the ability to manage multiple projects
- Ability to work in fast-paced environment
- Able to work long and/or irregular hours; must be present at all performances
- Flexible, with a sense of humor

### **Interaction**

The Director of Production will supervise the Stage Manager, Stage Hands and Wardrobe Unions and will interact closely with Dancers, Academy Parents/Students, Artistic, Development, Marketing, Vendors, Volunteers and Board of Trustees.

### **Commitment to Service**

S/he must be responsive to the needs and request of CB staff, Unions, Volunteers Dancers, and Board of Trustees. S/he must extend courtesy, friendliness and overall respect to all of the above. S/he will collaborate with other staff and/or departments to meet the needs and expectation of Donors.

### **Interpersonal Communication/Teamwork**

Listens well, shares work-related information, is open to others' perspectives, work styles and methods. Willingly collaborates and cooperates with others in the organization. Develops effective working relationships at all levels and values these relationships as critical to effective work. Able to address conflict in a respectful manner. Expresses ideas clearly and effectively both verbally and in writing.

### **Dependability/Punctuality**

Able to prioritize work to meet deadlines. Consistently follows through on projects and issues.

### **Flexibility**

Adaptable and responsive to change. Able to adequately respond to request and demands in a timely manner. Adapt at modifying plans/strategies as needed to best meet the needs of those involved.

**To apply**

Send resume and cover letter to [hr@cballet.org](mailto:hr@cballet.org)