



Position Available Director of Production and Facilities

SKYLIGHT MUSIC THEATRE

Skylight Music Theatre prides itself in producing the full spectrum of music theatre – from opera to Broadway musicals and everything in between. Skylight’s strength lies in the magical combination of music and song to tell a story in a way that words or music alone can’t reach. Whether in a beautiful operatic aria, a thrilling song and dance number from a Broadway musical, a Gilbert & Sullivan patter song or the work of contemporary composers who are blurring the lines between musical theatre and opera, Skylight Music Theatre continues to create productions that have a moving story to tell and compelling music through which to tell it.

POSITION DESCRIPTION

To manage the entire production process, organizing designers, staff, budget, calendar and resources to achieve the artistic goals and technical/production standards of Skylight Music Theatre. Coordinate the operations of Skylight and Broadway Theatre Center facilities.

SUMMARY OF RESPONSIBILITIES:

PRODUCTION PLANNING:

1. Evaluate the technical/production requirements of proposed repertoire and season schedules. In collaboration with the Artistic Director, develop production department plans, priorities, and schedules accordingly.
2. Supervise the development of annual budgets for production-related expenses and income in consultation with artistic director to maintain overall balance of production expenditures.
3. Serve as primary liaison between designers, production staff and administration.
4. Provide creative teams with understanding of budgetary parameters, available resources, production processes and Skylight facilities. Ensure that technical information (ground plans, inventory, etc.) is provided to designers on a timely basis.
5. Coordinate the evaluation of preliminary and final designs with the artistic director and staff.
6. Oversee the development of material and labor budgets for each production.
7. Coordinate all design meetings ensuring a smooth flow of artistic and design information through the production department.

PRODUCTION:

1. Ensure that the realization of designs meets designer and director intentions.
2. Ensure that the staff is effectively used in developing technical solutions, negotiating design changes and executing designs.
3. Ensure labor and materials cost estimates align with budgetary parameters.
4. Coordinate production schedules, along with department heads and events manager.
5. Manage the production process, from design, build, run and strike.
6. Establish effective communication between artists and staff through meetings, and appropriate planning.

BUILDING AND FACILITIES:

1. Build upon a rental program for the spaces in the Broadway Theatre Center. that will ensure a significant source of ongoing revenue.
2. Build upon the opportunities for rental production elements includes costumes, props and scenic elements.

OTHER RESPONSIBILITIES

1. In conjunction with senior leadership, build annual operating budget.
2. Supervise production departments.
3. Oversee production management of special events and presentations.
4. Establish and maintain positive relations with colleagues in local and national arts organizations.
3. Ensure appropriate support to other Skylight departments.

REPORTING RELATIONSHIPS:

The Director of Production and Facilities reports to the Executive Director and works closely with the Artistic Director, other members of the senior leadership. She/he supervises all production and facility staff.

QUALIFICATIONS:

Candidates should have excellent people skills, successful background planning and producing multiple events, a sense of humor, energy and drive.

Generally, the successful candidate should have:

- 5 to 7 years of technical director and/or director of production experience.
- A Bachelor's degree is required.
- Superior strategic thinking and planning skills are required.
- Excellent organizational and communication skills are essential.
- Ability to prioritize and excel at many different tasks in a fast-paced environment is necessary
- Ability to collaborate effectively and respect the ideas of others is essential.
- Strong knowledge of AutoCAD and Vector Works in addition Microsoft Office suite

Salary: Competitive, commensurate with experience.

Starting date: As soon as possible.

Interested individuals should submit via an email a cover letter with resume to both:

Jack R. Lemmon
Executive Director
jackl@skylightmusictheatre.org

Michael Unger
Artistic Director
Michaelu@skylightmusictheatre.org