

## Position Description

<b>Title:</b>	Director of Production
<b>Department:</b>	Production
<b>Reports To:</b>	Dean of Performance and Production Operations
<b>Supervises:</b>	Associate Director of Production, Production Manager, Assistant Production Managers, Production Supervisor and Production Coordinators, overhire and independent contractors as needed
<b>Internal Contacts:</b>	Students, Faculty, Staff
<b>External Contacts:</b>	Guest artists, vendors, designers, venues
<b>Start Date:</b>	As soon as possible
<b>Employment Status:</b>	Full-time, exempt

The Director of Production provides leadership to support Manhattan School of Music's annual 1200 events, including classes, master classes, rehearsals, performances and student recitals along with major theatrical productions including Opera Theater and Musical Theatre.

### Domains:

- The Director of Production works to provide a safe and professional performance environment to all members of the MSM community, including Students, Faculty, Staff and Patrons, supporting the goals of the School while maintaining and preserving the physical integrity of each venue.
- Meets with internal and external clients to assess event needs and advise on space usage, consulting throughout the planning process, ensuring all events have resolution of any difficulties and run smoothly.
- Serve as main point of contact for IATSE Local 1/MSM CBA. Ensuring compliance with contract and resolve issues around implementation for faculty, staff, students and crew.
- Creates (in collaboration with Dean of Performance and Production Operations), manages, reports and tracks departmental budget.
- Provides oversight of individual large-scale production budgets in collaboration with Opera and Musical Theatre.
- In collaboration with Production Managers, establish and supervise production deadlines for bids, scenic builds, and technical equipment rentals.
- Ability to stretch a small budget and maximize the potential of larger budgets
- Provide financially viable and cost-effective solutions to production related challenges
- Supervises and administers production crew and staff schedule creation along with the Production Manager, staffing events with the appropriate number of staff and with the necessary skill set and training to see the assigned events through, ensuring compliance with the Local 1 contract.
- Supervise Production Managers, Stage Managers, and other Production staff (props, wardrobe, etc.) working on theatrical productions. Provide guidance, advice, and oversight to ensure tasks are completed in a timely and fiscally responsible manner.
- Leads weekly Production Department meetings in collaboration with Associate Director, going over calendar changes and updates for the next several weeks, and event details for upcoming events as needs dictate.
- Oversee theatrical production for MSM Summer and Precollege.
- Supervises technical staff including hiring, training and evaluating performance.

- Supervises and administers payroll for the Production Department.
- Creates and develops necessary policies and procedures to improve the Production
- Enforces safety standards and preventative maintenance and training programs, enforcing school-wide policy and procedures while making recommendations as necessary.
- Provides training and certifications for staff and crew as necessary, including but not limited to: CPR, Fire Guard, Fire Marshall, Rigger Certifications etc.
- Enforces compliance with all building fire codes pursuant to performance venues in NYC.
- Serve as night manager on call as required.

**Job Requirements:**

- 7-10 years of technical theater and management experience, BFA in Theater or related professional experience preferred.
- Hours include, daytime from 9:00a.m. – 5:00p.m. along with evening and weekends as necessary.
- Professional demeanor, superior communication skills, comfort in high-pressure situations, adaptable, solutions-oriented always working to create a collaborative environment.
- Proficiency in Microsoft word, Excel, Outlook, Access, knowledge of EMS software a plus.
- Great client communication and management abilities, able to convey goals, requirements and status of the work in a clear and collaborative manner, always working to deliver the final product on-time and on budget.
- Solid organizational skills along with multi-tasking capabilities, critical thinking and creative problem-solving, with the ability to work well under pressure and manage multiple deadlines, driving multiple projects at any given time and in a successful manner.
- Communicates in a clear and thoughtful manner. Outstanding oral, written and presentations skills.

**Contact Information:**

Send letter of application and résumé including three references to:

Maddi Lucas Tolliver, Dean of Performance and Production Operations

[mtolliver@msmny.edu](mailto:mtolliver@msmny.edu)

*No phone calls please*

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