

**PACIFIC NORTHWEST BALLET**  
**JOB DESCRIPTION**

DEPARTMENT:           Production

JOB TITLE:             Director of Production

REPORTS TO:           Artistic Director

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Pacific Northwest Ballet values inclusion, diversity, equity, and accessibility (I.D.E.A.) as guiding organizational principles. We seek to reflect and embrace our community, and provide a welcoming and inclusive environment where artists, audiences, students, staff and volunteers of all backgrounds learn, collaborate, and participate for the benefit of all.

**SUMMARY**

The Director of Production is responsible for the planning, management, and execution of all stage and rehearsal work associated with mounting and running of PNB productions. This includes management of Production staff and stagehands, PNB's shop, and the creation and maintenance of all production resources.

**RESPONSIBILITIES**

- Supervise Production Department employees including Production Stage Manager, Stage Manager, Resident Lighting Director/Production Coordinator, Stage Crew Department Heads, Assistants, Painters, and over-hires
- Facilitate efficient and proactive communication across departments and with external stakeholders, including McCaw Hall/Seattle Center.
- Act as liaison to McCaw Hall, and other venues in which PNB performs, and venue staff in all aspects of its technical operation, capital improvements and scheduling relative to PNB
- Develop comprehensive production budgets for current and future seasons, including special projects—covering ongoing operational costs, touring expenses, new production builds, and the maintenance of existing productions and facilities; budgeting done in collaboration with Artistic Director, Executive Director, and CFO
- Make decisions regarding expenses and their distribution within the year's budget, including purchase of equipment and supplies for productions, hiring designers and vendors, and approving department payroll.
- Conduct annual inventory review of existing scenic elements with Artistic Director and Executive Director
- Operate, maintain, and safeguard technical assets of the theater and scene shop, including supervising use of lighting, sound, carpentry, communications equipment, and use and maintenance of stage facilities owned by PNB.
- Assess the condition and maintenance needs of equipment including scene shop machinery, lighting, sound and rigging equipment, and dance floors; arrange for repair and replacement within budgetary limitations, develop schedules for preventive maintenance on equipment
- Maintain current knowledge of all equipment and supervise staff and crew training.
- Ensure compliance of theater and shop operations and facilities with all federal and state safety regulations.
- Develop, implement, and monitor policies to ensure a safe work environment in backstage and stage areas and warehouse/scene shop
- Communicate with Light, Set, Sound, and Projection designers to arrange for their services and obtain the rights to their intellectual and artistic property
- Negotiate and draft designer contracts
- Set deliverable timelines for designers and communicate timelines and their completion to relevant PNB staff
- Work as primary point of contact for designers
- Consult, coordinate, and negotiate with designers and choreographers to achieve reasonable and satisfactory design decisions within budget parameters
- Design scenery or assist choreographers in designing scenery for ballets for which designers have not been assigned
- Be present for loadin and loadout, and manage new hire onboarding
- Participate in collective bargaining negotiations with Executive Director, Human Resources Director and Company Manger
- Together with production crews and stage managers, prepare for performance runs by creating and disseminating information relevant to the given production, including production schedules and technical information.
- During preparation and construction of shows, facilitate and organize personnel and systems through creation of line set schedules, ground plans, orchestra plots, and other information

- Together with Production Stage Manager draft production schedules and calendars.
- Oversee the building and maintenance of scenery, props, and electrical elements for all productions
- In consultation with Head Carpenter determine over hire needs for performance runs
- Together with Head Carpenter and Head Fly Person determine the appropriate method for rigging scenic and lighting elements.
- With Head Carpenter determine the schedule, crew, and methods necessary for building scenery.
- Manage operations of warehouse/scene shop, including during build/prep and non-build/prep periods
- Act as liaison to the landlord and property manager of the warehouse/shop building
- Consult with production department of the presenters at possible tour venues in planning and execution of PNB productions on tour and create riders and specifications for touring purposes.
- Seek out and negotiate the purchase and rental of production packages (inclusive of scenery, props, and costumes) owned by other companies
- Arrange all scenery and costume combination rental requests of PNB-owned shows by other companies, negotiate fees and terms, and draft rental agreements between PNB and those companies
- Arrange, negotiate, and execute freighting needs of scenic elements
- Repair and maintain audio playback systems in PNB dance studios. Facilitate execution of improvements to PNB studios and warehouse/shop buildings and equipment within
- Oversee technical aspects and agreements of co-productions with other companies
- Lead regular department and staff wide production meetings
- Conduct annual performance reviews with production staff
- Other duties as they present themselves

## QUALIFICATIONS

- 7 years of senior-level experience leading production teams for large performing arts organizations.
- Experience supervising union employees and implementing multiple collective bargaining agreements.
- General knowledge across multiple technical disciplines in production of live theatre, including scenic construction, rigging, lighting, projection, and audio equipment; ballet experience a plus
- Exceptional project management and organizational skills; attention to detail critical
- Demonstrated operational experience in scheduling, budgeting, and personnel management.
- Demonstrated leadership, communication and team building skills, including ability to establish rapport and active communication between different work groups.
- Professional and resourceful, with the ability to work independently and with a team and to instill in others the desire to work independently and collaboratively
- Take initiative and manage deadline-driven tasks and projects simultaneously
- Effective and timely decision making
- Demonstrated understanding of health and safety regulations and best practices.
- Proficient in Vectorworks (or similar drafting software), Excel, Outlook, Word, etc.
- Working knowledge of Qlab

**Pay Range:** \$125,000 – 135,000 year; Salaried, Exempt

**Benefits:** This is a full-time, benefits eligible position. Go to <https://www.pnb.org/aboutpnb/employment/pnb-perks/> for more information

**Season Includes:** 6 programs of mixed reps or full lengths, The Nutcracker, Family Matinee, School Performance, Next Step, Galas, Touring, and School related performances