JOB DESCRIPTION: Director of Production

Reports to: General & Artistic Director
Classification: Full-time, Salaried, Exempt

SUMMARY:
Responsible for the technical implementation of Des Moines Metro Opera’s Summer Season, 2nd Stages Series and OPERA Iowa. This position works closely with the directors of all department in the planning and strategy for DMMO and its events. Primary responsibilities include directing all production planning and operations in a safe, orderly and efficient manner and in keeping with the overall mission of the Company. The Director will be committed to maintaining high artistic standards and to early, efficient and thorough communication with design teams and department heads to ensure that designs are realized on time and within budget. This position has direct supervision for departments including scenery, stage operations, lighting, audio/video, wigs/make-up and designer relations in addition to direct supervision of a robust Design and Production Internship program.

Season Planning:
- In coordination with the General Director, determine set/costume/physical production needs for the Summer Festival Season productions, approving options and budgets for considerations. This culminates in providing a full season production budget approximately 12 – 18 months before the start of the season.
- Participate in season planning discussions, especially as regards to the availability of productions, workability of productions in rep, development of new production needs, etc.
- Schedule and attend off-season design meetings in person, phone or teleconference.

Duties / Responsibilities:
- Provide assistance to the General Director in the search for designers and negotiation of designer agreements.
- Interview and hire all Production Staff and Internship positions.
- Work with the design and production staff in the execution and supervision of all off-site construction within budget parameters during the pre-season. This includes communicating and working with all theatrical shops and vendors for off-site construction.
- Create the Master Technical/Production Schedule, which is the scheduling of all theater-related activities, in conjunction with the artistic staff.
- Project management of all mainstage theatre-related activities at the festival. This included advancing all aspects of the incoming shows, equipment, and rentals along with projecting and adhering to budgetary limitations. Also includes work with team members of non-mainstage company related events that take place in/around the theater.
- Distribute all important production information to the company that could affect in-house events or general company events.
- Develop and maintain professional business relationships with all relevant local and national vendors.
- Coordinate with Front of House Manager regarding all specific requirements for each show.
- Coordinate with other company members regarding all special events that take place in the building or require support from the technical staff.
- Strive to meet and enforce all necessary safety, OSHA, and USITT standards in the shop and theater. This includes running the workplace safety program at the start of the season.
- Manage all technical personnel issues and conflicts during the festival season.
- Work with all designers, staff, and interns to foster a professional and welcoming production community.
Meeting Responsibilities:
- Attend office staff meetings when possible.
- Lead weekly production meetings during the season.
- Lead production meetings following technical rehearsals and Previews.
- Lead weekly senior staff meetings with department heads.

Budget Responsibilities:
- Work with the General Director with any additions and/or changes to the production budget.
- Track all expenses and make a weekly report to the General Director.
- Track and code all expenses for the Director of Finance.

Production Rental and Warehouse/Inventory Responsibilities:
- Maintain inventory tracking of existing productions.
- Maintain online production information for promotion of rental productions.
- Market all information to potential rental companies.
- Make appropriate arrangements for load-in and load-outs, including loading supervision.
- Send all relevant production information to rental companies.

Design and Production Internship Program:
- Strive to make the internship positions as educational as possible.
- Conduct Entrance and Exit Interview with all interns.
- Work with any interns that need documentation to receive college credit.
- Schedule and help prepare the Stage Supervisor to lead a basic Stage Safety course for all interns.
- Schedule and lead talkback forums with directors, designers, and production staff.
- Schedule and work with Production Department Heads in the execution of five to seven workshops which usually include: Welding, Painting, Props, and 2 to 4 additional workshops.
- Schedule and lead the classroom including: Resume and Portfolio Reviews, Networking for Freelancers, Contracts and Taxes for Theater Artesian/Technicians, Interview Techniques.

Company Management Responsibilities:
- Make sure Simpson College housing policies are being enforced and adhered to in housing. Address issues with Production Staff and Interns when Simpson Policies are not being adhered too.
- Assign designers, staff, and intern housing as required by contract.
- Work with Company Management in the booking of all designer travel.
- Lead audience participation post-performance “Tech Talks”

SKILLS:
- A BA is required. An MFA in Theatre or comparable professional experience in technical theatre production is preferable including experience and understanding of: set and prop construction and rigging; lighting and video projection; sound reinforcement; and costuming.
- Training and understanding of safe practices for the theatre environment.
- Training and understanding of basic scenery, props, costumes, lighting, video projection, and sound designs and implementations.
- Strong organizational, communication, and interpersonal skills.
- The ability to stay flexible and solution-oriented within fast-paced and ever-changing environments and personalities.
- The ability to maintain and work within a budget.
- Comprehensive skills in reading and interpreting design and build drawings and renderings.
- Willingness and ability to work within rigorous and demanding time schedules, including morning, evening and weekend hours.
- Willingness and ability to work with a variety of different personalities and skill levels.
- Strong computer skills, including knowledge of Microsoft Excel and Word. Auto CAD is a plus.
• Understanding of building construction, a plus.
• Valid Driver’s License.
• The ability to drive and operate a 26’ box truck a plus, but not required.

PHYSICAL STANDARDS:
This position involves moderate work with lifting or moving of up to 50 pounds occasionally, occasional climbing and work from ladders and standing for long periods of time. The position requires ability to use computer equipment, manual dexterity, and the ability to communicate verbally and in written word. This position requires long hours and a flexible work schedule.

APPLICATION PROCESS:
Submit resume and cover letter, email or by mail to:
Des Moines Metro Opera
Attention: Michael Egel; General & Artistic Director
106 West Boston Avenue
Indianola, IA 50125
megel@dmmo.org

DEADLINE: Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

As an Equal Opportunity Employer Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.