



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. The Company produces 3 new productions in a summer repertory schedule as well as additional new productions in its 2nd Stages Series and education programs. This position works closely with the directors of all department in the planning and executing 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 maintain high artistic standards and initiate and engage in early, efficient and thorough communication with design teams and department heads to ensure that new production designs are realized on time and within budget. This position has direct supervision for departments including scenery, stage operations, costumes, lighting, audio/video, wigs/make-up and designer relations in addition to direct supervision of a robust Design and Production Internship program.

Duties / Responsibilities:

- Promote an inclusive, respectful and compassionate working environment that prioritizes the Company's values towards equity, diversity and inclusivity.
- Assist 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.
- Oversee occasional new scenic build on-site during summer season.
- Create the Master Technical/Production Schedule, which is the scheduling of all theater-related activities, in conjunction with the artistic staff.
- Manage all mainstage theatre-related activities at the festival. This includes advancing all aspects of the incoming productions, equipment, and rentals along with projecting and adhering to budget.
- Develop and maintain professional business relationships with all staff, board, industry colleagues and producing partners as well as relevant local and national vendors.
- Establish and maintain a workplace that prioritizes health and safety standards.
- Ensure compliance with all applicable Simpson College theatre facility policies.

Season Planning:

- Participate in season planning discussions as they relate to budgeting, establishing availability of rental productions, and workability of new productions for approval approximately 12-18 months before the start of the season.
- Schedule and attend off-season design meetings in person, by phone or video conference.

Design and Production Internship Program:

- Embrace the role of mentor and teacher, sharing knowledge, experiences and best practices.
- Facilitate documentation for academic credit as needed by members of intern program.
- Schedule and help prepare the Stage Supervisor to lead a basic Stage Safety course for all interns.
- Moderate post-show talkback production-related forums with designers and production staff.

- Schedule and work with Production Department Heads in the execution of five to seven workshops that usually include topics like welding, painting, props, and 2 to 4 additional workshops.
- Schedule and lead the classroom sessions including Resume and Portfolio Reviews, Networking for Freelancers, Contracts and Taxes for Theater Artisans/Technicians, and Interview Techniques.
- Conduct Entrance and Exit Interview with all interns.

Production Rental and Warehouse/Inventory:

- Maintain inventory tracking of existing productions.
- Maintain and facilitate production rental information.
- Market all information to potential rental companies.
- Arrange for load-ins and loadouts, including supervision of loading.

REQUIREMENTS:

- Experience in repertory opera or theatre is highly valued. Background in technical direction preferred.
- Experience in leading a professional scenic and costume design process including reading and interpreting designs and build drawing and renderings, stewarding a fair bidding process, working with build shops and integrating their delivery into a complex rehearsal pattern.
- A BA is required. An MFA in Theatre or comparable professional experience in technical theatre production is preferred including experience and understanding of set and prop construction and rigging, lighting and video projection, sound reinforcement and costuming.
- Training in and understanding of safe practices for the theatre environment.
- Training in and understanding of basic scenery, props, costumes, lighting, video projection, and sound designs and implementations.
- Strong organization, communication, and interpersonal skills.
- Flexibility and solution-oriented focus within fast-paced and ever-changing environments and personalities.
- Ability to maintain and work within a budget.
- 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.
- Valid Driver's License.
- The ability to drive and operate a 26' box truck a plus, but not required.
- Residency in Des Moines, IA metro area. A relocation stipend will be offered if needed.

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 in support of rehearsals, performances and special events.

BENEFITS:

Competitive health, life, disability, and retirement plan, and generous PTO. Salary range is \$50,000-\$60,000 dependent on experience and qualifications.

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.

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 identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.