**Director of Production**

ACT – A Contemporary Theatre, Seattle’s premier company for developing and producing new work, is seeking a Director of Production. This is a fantastic opportunity for an experienced artistic leader to steer ACT’s Production department on its bold journey of making theatre an act of citizenship, engaging audiences in understanding the issues of our time.

ACT is dedicated to the creation of New Works and the development of new contemporary art, in its 13-story historic building located in downtown Seattle. The Director of Production will be an innovative and inspirational experienced leader in the non-profit arts field, eager to steward the full realization of ACT’s artistic vision. The Director of Production will embrace accountability for the quality of production values and the thoughtful management of production and artistic resources within this National Historic Landmark building.

The person stepping into the Director of Production role will approach leadership with a solutions-oriented and collegial perspective, fostering a truly inclusive environment. We are seeking a flexible and skilled decision-maker, with experience in effective and inspirational people management.

This position reports to the General Manager. Direct reports include the Technical Director, Costume Shop Manager, and Production Office Manager as well as indirect management of all shop staff.

**Roles & Responsibilities**

* Supports the artistic integrity of ACT Productions through creation and management of production and artistic related budgets and personnel, ensuring high-quality art is produced safely and within resource constraints
* Collaborates successfully with the Artistic Director and General Manager to develop season calendars, allocating resources according to ACT’s values, and identifying points of congestion within the programming plan
* Provides excellence in inclusive leadership with effective management of all ACT Productions, Developmental Work (workshops and readings) and Production Department personnel through the planning, budgeting, rehearsal, technical, and performance phases
* Leads proactive and effective communication between the Production Department and creative staff, between the Production/Artistic Departments, as well as all ACT departments to establish a cohesive artistic vision and support functional company dynamics
* Advises on capital projects involving Production and advises on building safety and accessibility needs in partnership with Director of Facilities
* In coordination with the Technical Director and Department Supervisors, collaborates with each designer throughout the production process ensuring that designs remain in size and scope within budget and bandwidth parameters
* Oversees the adherence to all collective bargaining agreements affecting production or artistic personnel (AEA, SDC, USA, IATSE, AFM) and participates with General Manager and Director of People and Culture in collective bargaining with IATSE and AFM
* Negotiates, reviews, and executes individual contracts for all artists engaged by ACT; e.g. actors (AEA and non-pro), directors, choreographers, casting directors, composers, designers, fight directors, dialect coaches, musicians, etc.
* In coordination with the Technical Director and Department Supervisors, collaborates with each designer throughout the production process ensuring that designs remain in size and scope within budget and bandwidth parameters
* In coordination with Artistic Director, manages and forecasts ACT’s Artistic budget
* Ensures accurate reporting for all Production-related expenses and supports timely and accurate payroll for Production staff
* Coordinates audition activities with contracted Casting Director for all auditions to verify auditions are appropriately staffed and supported
* Oversees the scheduling, travel, and housing arrangements for visiting artists and staff
* Represents ACT professionally at Internal and External theater events

**Experience & Qualifications**

* A minimum of 5 years of experience in Producing or Production Management, working in a LORT or comparable theatre is strongly preferred
* A minimum of 2 years of direct supervisory experience with expertise in planning, assigning, and directing tasks and performance management required
* Position requirements include working onsite and managing an irregular schedule, including nights and weekends
* Solutions-oriented approach to leadership, upholding a collegial and positive work environment
* Self-starter, with ability to manage multiple priorities and clearly communicate project status with attention to detail
* Demonstrated commitment to the principles of equity, diversity, inclusion, accessibility, and belonging and knowledge of how to integrate those values into a Production Process
* Superior interpersonal communication skills, including knowledge of conflict resolution techniques and the ability to work cohesively with a variety of stakeholders
* Demonstrated ability to build and manage department budgets
* Clear understanding of artistic process with ability to navigate with collaborative and diplomatic style
* Ability to adapt to changing priorities with the spirit of creative problem-solving and an flexible, innovative perspective
* Advanced skills with the Microsoft Office Suite required. Experience with Vectorworks or other CAD familiarity preferred
* Ability to exercise professional discretion and confidentiality
* Represents ACT at company events, supporting professional collaborations, inter-company and community relation responsibilities as needed

**Compensation**

ACT offers a competitive compensation package for the Director of Production position, with an annual salary of $100,000 and a comprehensive benefits package that includes health, dental, life, and long-term disability insurance. Also provided is $5/per day downtown parking, 403(b) retirement plan, 20 days of PTO per year, sick time, employee assistance program (EAP), and 11 paid holidays.

**Application Process**

If you are not sure if you meet 100% of our qualifications but believe you could excel in this role, we encourage you to apply. We are dedicated to considering an array of candidates, including those with diverse workplace experiences and backgrounds in leadership in the performing arts or non-profit space. Please apply with your resume and cover letter for immediate consideration at [work@acttheatre.org](mailto:work@acttheatre.org). Include in your cover letter what you hope to bring to this role and how your prior experience has prepared you for this opportunity.

ACT provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. If any accommodations may be needed to begin the application process, please contact [work@acttheatre.org](mailto:work@acttheatre.org).