



*life. out loud.*

## **DIRECTOR OF PRODUCTION CONSULTANT JOB DESCRIPTION**

*This is a seasonal, six-month position, the first 5 months of which can be done offsite (the final 4-5 weeks require position to be onsite). FLO is looking for someone to work with and train a local person to step into the job permanently.*

**WORKS WITH:** Young Artist Program Director, Executive Director, Artistic Director, Production Assistant, Director of Communication & Community Engagement, Tomita Young Artists, seasonal staff associated with summer season

**QUALIFICATIONS:** Must have extensive experience with professional performing arts organizations (opera companies preferred), the ability to manage people and budgets, and the skills to negotiate rental fees. Needs strong interpersonal skills to interact effectively with FLO's staff and artists. Must be proficient in Autocad or Vectorworks software.

**OVERALL RESPONSIBILITIES:** This position acts as FLO's company representative in all production and technical dealings with outside vendors and/or organizations. Additionally, this role serves as the venue(s) manager and chief point of contact for all spaces used, as well as manages the collaborative efforts and communications between all technical and production staff involved in the creation of FLO's productions. This position is responsible for training the Production Assistant in Director of Production duties.

### **SPECIFIC RESPONSIBILITIES:**

- Schedule initial meeting with Artistic Director, Young Artist Program Director, and Executive Director upon contract signing
- Schedule and preside over all production meetings, both in person and electronically
- Manage and follow up on notes taken at production meetings
- Schedule seasonal production staff needed for tech and run of show
- Schedule and lead monthly Production Meetings, beginning no later than mid-March, 2023
- Negotiate set, costume package, lighting, sound, and supertitle equipment rentals
- Determine materials necessary for each production in consultation with the technical design personnel
- Coordinate purchase and delivery of all materials
- Monitor and manage the production budget (provided by FLO's Executive Director)
- Budget personnel crew and call times following IATSE rules/guidelines at each venue (load-in, run of show, and load out)
- Oversee all technical theatre staff to ensure proper management of production budget, as well as timely completion of tasks to meet deadlines
- Address all production related problems, and, devise and/or implements solutions
- Keep creative and executive team apprised of any changes that are made throughout the season
- Create Production Calendar that includes all call times for production and technical staff every work day (rehearsals and performances)
- Ensure that overall summer production schedule, created by Production Stage Manager, is ready for distribution at least one month prior to first artist arrival
- Lead daily production meetings after every rehearsal day in the theater

**COMPENSATION:** This position will require approximately 10-15 hours/week from March – May; 15-20 hours a week from May – mid-July; and that the person be onsite beginning Wednesday, July 15, 2023 through Monday, August 14, 2023. Position will be paid monthly, beginning in March. Salary stipend begins at \$1,250/month, or, negotiable based on experience. All housing and transportation expenses will be covered by FLO once position is onsite (July 13 - August 14, 2023).