

# SEATTLE OPERA.

## **DIRECTOR OF PRODUCTION**

Seattle Opera is accepting applications for the position of Director of Production. This is full-time, exempt position that Reports to the General Director.

### **BASIC FUNCTION:**

As a member of the senior executive team provides overall management for each area within the Company's production department including Carpentry, Electrics, Properties, Sound, Projections, Hair & Make-up, Costume Shop, Wardrobe, Stage Management, and Production Administration; manages the creation of new productions, oversees co-productions and the company's production rental programs; works closely with the General Director in creating long and short term strategic plans for each of these areas.

### **PRINCIPAL ACCOUNTABILITIES:**

#### Organizational Responsibilities

- Work in partnership with the General Director to plan long-term and short-term production strategies.
- Provide leadership and oversight of the departments reporting to the Director ensuring financial and operational goals of each functional area are set and accomplished.
- In conjunction with the General Director, develops a departmental plan reflecting the organization's overall mission, vision, and values.
- Consistently conducts internal and external business matters within the guidelines and parameters established by organizational policy and expectations.
- Consistently provides organizational leadership and works together with other members of Senior Management as a viable team member to model exemplary executive behavior both within and outside of the organization.

#### Financial Accountability and Responsibility

- Manage and maintain Production budget.
- On an annual basis, develops and recommends a fiscally sound departmental budget based on departmental goals and organizational needs.

- On an on-going basis, monitors and manages departmental expenditures within an established annual budget, continuously seeking opportunities to reduce or eliminate unnecessary expenses.
- As requested, develops and presents as-needed financial reports, forecasts and cost-analyses.

#### Departmental Operations

- Responsible for the oversight of the company's Production functions, including: Production Administration, Stage Operations, Stage Management, Technical Administration, Costume Shop, Wig & Makeup, and Wardrobe.
- Ensure yearly financial budget is met.
- Negotiate and manage co-production contracts with other theatrical companies.
- Negotiate and manage Designer contracts.
- Represent Production Department in all collective bargaining negotiations involving production personnel.
- Oversee production rental and storage business, including creation and maintenance of rental contracts.
- Consistently and successfully manages relationships with third party vendors and associates.

#### Human Resources Objectives and Workforce Planning

- Consistently hires and successfully manages competent staff members.
- Effectively communicates performance expectations to staff, delivering regular, specific and objective feedback
- Evaluates staff members on an annual basis according to Human Resources policies and procedures.
- Continually motivates staff and promotes and encourages professional development for staff members within departmental budgetary parameters.
- Consistently adheres to and promotes Seattle Opera's Employee Health and Safety programs, protocols, and educational activities.

#### **SECONDARY FUNCTIONS:**

Performs other job-related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*Education:*

Bachelor's or Master's Degree or equivalent experience.

*Skills and Experience required*

- Minimum seven (7) years of progressive professional experience managing the production function of a sophisticated producing opera or theater company.
- Knowledge of stage craft; Opera repertoire; theater production and scenic construction

- Knowledge of the principles of management and financial accounting with extensive experience preparing and monitoring budgets
- Success with selecting, supervising, evaluating and developing staff
- Demonstrated ability to motivate a work group
- Proficiency in Microsoft Office applications; database skills desirable.
- Ability to work independently; prioritize tasks; and exercise good judgment and initiative.
- Ability to manage multiple, competing priorities successfully.
- Ability to thrive in a fast-paced, rapidly changing environment.
- Outstanding interpersonal skills including the ability to interact with artists, staff, the public, and volunteers in a professional, confidential and tactful manner.
- Ability to communicate clearly and effectively, both orally and in writing.
- Must perform the functions of the position in a safe manner.

*Special Requirements:*

Must be able to work evenings and weekends

## **COMPENSATION**

- Salary DOE. Seattle Opera offers a generous benefit package including medical, dental, life and disability insurance, as well as free parking.

## **CONTACT**

- Qualified candidates are invited to submit a cover letter and resume by email to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) with “Director of Production” in the subject line. Closing date is April 21, 2017. No phone calls please.