

## Job Posting: Director of Production

Celebrating its 33rd summer season in 2019, Hudson Valley Shakespeare Festival (HVSF) is a critically acclaimed (*The New York Times*, *The New Yorker*, *The Wall Street Journal*), professional, non-profit theater company based in Garrison, NY, one-hour north of Manhattan. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged under an iconic, open-air Theater Tent overlooking the Hudson River at historic Boscobel House and Gardens. In recent years, the Festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 60,000 students and educators annually through its year-round Education programs.

HVSF seeks a highly motivated, skilled, and experienced **Director of Production (DP)** to join the team at this exciting point in the Festival's history. They will work in close partnership with the Artistic Director, Managing Director, and an engaged and energized staff to oversee all production and facilities aspects of HVSF's operations. This position represents an exceptional opportunity for the right candidate to join the senior staff of a dynamic company poised for a new phase of growth and expansion.

### OVERVIEW

The DP will work in a close relationship with the Managing Director, Artistic Director, and Finance Director, as well as designers, directors, and artists, to accomplish artistic and management goals while meeting production deadlines in a timely and cost-effective manner. They will be responsible for articulating, planning, and overseeing the implementation of all production elements, contracting, budgeting, staffing, and tour management. The DP holds the primary responsibility for all areas of production, including but not limited to lighting/electrics, scenery and props installation, costumes, and sound. The DP oversees the hiring of the seasonal production staff as well as the training and application process for HVSF's technical internship program. Responsibilities include management of the production process for all productions and any tours, including pre-planning, staffing, budgeting, production calendar creation and updates, build, hang, focus, load-in, production meetings, tech, strike and post-mortem. The DP also provides primary oversight of the HVSF facilities and communication with our partners at Boscobel House and Gardens.

### SUPERVISION

The DP will report to the Managing Director and Artistic Director and supervise all seasonal production staff including Production Manager, Company Manager, Master Electrician, Lighting Supervisor, Sound Supervisor, Costume Shop/Wardrobe Manager, and all production interns.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provide leadership, direction and management to all staff in the seasonal production department
- Assist Artistic Director and Managing Director on defining and implementing artistic goals
- Collaborate with the Artistic Director to ensure the overall high artistic quality of each production
- Oversee management of all Production and Company Management budgets
- Manage 3-4 production meetings in the spring, and nightly meetings throughout tech

- Administer both HVSF On the Road Tour and HVSF School Tour by preparing tech riders, communicating with presenting organizations, and providing advance communication with presenters
- Assist with Education Department production activity as necessary
- Create and manage annual production budget of approximately \$700,000 and summer repertory calendar
- Hire and supervise all production staff, including facilities staff, assistants, electricians, and interns
- Support Managing Director and Artistic Director in hiring artistic and seasonal staff by making offers, contract negotiation, paperwork, and communication with artists, staff hires, union representatives, and agencies
- Work with department heads to schedule design/build completion dates, and ensure dates are met
- Facilitate regular communication among production staff, artistic staff, stage management, company management, administration, and HVSF leadership
- Maintain safety standards in the theater and outdoor space, meeting fire and grounds requirements
- Liaise with Boscobel House and Garden's staff and leadership to collaborate on calendars, ground usage, safety, and facilities needs
- Plan, budget, and manage capital projects and improvements, ensuring that physical resources are functioning and up-to-date
- Keep abreast of best practices to ensure that HVSF's operations are state-of-the-art and support programmatic objectives
- Maintain all equipment, including theater tent and facilities
- Instruct staff and interns in technical theater, including but not limited to: lighting, sound, rigging, stage setup, set construction, and theater safety
- Supervise all production activities in the theater tent throughout the summer

Hudson Valley Shakespeare Festival operates under a LORT LOA with Actors Equity Association, and an Independent Producer's contract with Society of Directors and Choreographers.

## QUALIFICATIONS & SKILLS

### Required:

- Three years of professional experience in production management or a related field, with a portion of it at the supervisory level, or an equivalent combination of education and experience
- Bachelor's or Master's Degree
- Skilled technical theater experience including sound, electrics, carpentry, and rigging
- Facility and physical plant management experience
- Experience touring productions
- Administrative and leadership experience that demonstrates excellent judgment, the ability to listen well, attention to detail, budgeting and financial management skills and prioritization
- Experience interacting with high level contacts: artists, theater leaders, donors and patrons
- Ability to train and supervise staff and interns
- Comfort and excitement to work in an outdoor theater space with all of its benefits and challenges



- Superior organizational and interpersonal skills
- Excellent knowledge and proficiency in Microsoft Office, especially Excel when creating budgets.
- Familiarity with ETC Lighting Consoles, basic understanding of DMX controlled fixtures and equipment, and QLab
- A positive and collaborative attitude is a *must*

#### **Our Ideal DP Will:**

- Be a highly motivated self-starter, with the ability to work as part of a small, highly dedicated team
- Be able to demonstrate a high level of personal integrity and a strong work ethic
- Be able to manage multiple projects/deadlines and work successfully under pressure
- Adopt a “hands on” approach with a determination to get things done efficiently and thoroughly
- Be a skillful collaborator and generous team member
- Have a good sense of humor and a flexible approach to unforeseen challenges

#### **TERMS & COMPENSATION**

This is a year-round position which will require the ability to work weekends and nights. The ideal candidate will be able to start in May 2019. A competitive salary and benefit package will be commensurate with skills and experience.

#### **APPLY**

To apply, please send cover letter, resume, and three references to Kate Liberman, Managing Director, at [kliberman@hvshakespeare.org](mailto:kliberman@hvshakespeare.org).

HVSF is equal opportunity employer and is dedicated to building a culturally diverse and equitable environment and strongly encourages applications from people of color and women. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.