

Job Description

Job Title:	Director of Production & Theatre Operations
Department:	Communication Arts
Reports To:	Department Chair
Jobs Reporting:	Director of Technical Theatre, Head of Wardrobe & Costume Design
Salary Grade:	USG 10
Effective Date:	August 2019

Primary Purpose

This position provides professional services related to the management of the Theatre of the Arts and to Theatre and Performance productions, both course-related and non-course related. The incumbent also maintains and oversees effective and efficient logistical processes in the Theatre and Performance unit.

Key Accountabilities

Manages rental and related services for the department spaces including the Theatre of the Arts (TofA), Arts Lecture Hall 06 (AL6) and Hagey Hall 180 (HH180). Duties include but are not limited to the following:

- Meet with clients internal and external to the University to determine rental requirements; books spaces accordingly and issues contracts; problem-solves issues related to rental clients and the spaces
- Identifies staffing for rental events; hires / fires, trains, schedules and manages all casual staff; may identify and retail additional personnel as required; determines all casual pay rates and levels within the department.
- Coordinates resources related to sets, props, lighting, video and sound, including set-ups and strikes; manages the rental of these resources to internal and external clients.
- Develops new clientele through the creation of marketing material and communications with new sectors.
- Ensures compliance with relevant fire and other safety codes in cooperation with Safety Office personnel.
- Oversees all department financial operations including purchasing, billing, payroll, deposits and other administrative requirements;
- Manages TofA budget; ensures that rental charges and expenses are appropriately balanced; determines all charge-out rates, including rental, labour and equipment
- Oversees general conditions in the department spaces; project development and management for future renovations and maintenance of facilities to ensure functional design and student/user safety; liaise with Plant Operations and outside contractors when required.
- Controls keys for all Theatre and Performance (THPERF) spaces;

Provides instructional support in production management and stage management for THPERF courses as required, under the general pedagogical oversight of the relevant course instructors. Duties include but are not limited to the following:

- Provides oversight and coordination of introductory- and intermediate-level student work in theatre management, production management, stage management, publicity, and front of house, particularly for students assigned to these areas as part of the requirements for production-related courses (such as DRAMA 100, 243/244, 248, 306/406, 307/407, 316/416, and 317/417.

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- Oversees and coordinates advanced student work in theatre management, production management, stage management, directing and publicity, particularly related to DRAMA 301, 343, 361, 368 and 379.
- Hires and oversees three to four work-study students each academic term in publicity, production management and front of house positions;
- In consultation with faculty instructors and the departments' Director of Technical Theatre and Head of Wardrobe, the incumbent schedules, budgets, coordinates, identifies staffing requirements, manages resources for, ensures safety compliance, and oversees all course-related department production activities in the interest of maximizing students' learning opportunities
- Acts as a liaison with the local and national theatre community if/as opportunities for student coop placements, internships, and employment opportunities in theatre and production management arise.

Provides production management support for THPERF productions related to and in addition to course requirements:

- Manages pre-production, production, performance and post-production details, coordinating all aspects of production activity; develops and meets production timelines, ensures effective communication through the production cycle, chairs production meetings, scheduling and managing rehearsals;
- Coordinates and supervises post-production strikes;
- Coordinates department financial resources as required for productions (includes communicating rationales for budget areas and resources both orally and in writing)
- Facilitates work with in-house and contract personnel and guest artists as required for productions (includes drafting contracts);
- Develops and disseminates an advertising campaign for each THPERF production including print media, radio, social media; supervises students working in publicity.

Maintains and oversees effective and efficient logistical processes in the Theatre and Performance unit.

- Takes and distributes minutes for all THPERF group and unit meetings.
- Manages agenda items in consultation with THPERF Undergrad Advisor; assists in the follow-up of actionable items concerning the staff and the faculty.
- Collaborates with Undergrad Advisor to create schedule of classes for unit; reviews final undergraduate course schedule for accuracy
- Maintains active communication with and for students and alumni using a range of communication modalities, including social media;
- Leads planning and executes various student-focused departmental events, alumni events and outreach events for potential new students.
- Supervises team of students ambassadors; gives tours of facilities and speaks with potential new students about the program
- Provides advice and support to members of the Theatre Students' Union as needed;
- Serves as liaison to the department's alumni; organizes alumni events in cooperation with Arts Advancement;
- Oversees planning and execution of department events, which may include Convocation receptions, student award ceremonies, Open House, and others.
- Provides and organizes logistical support for the organization of Department's conferences and workshop.
- Creates, maintains and disseminates guidelines/handbooks for visiting artists and students.
- Works closely and collaboratively with the Director of Technical Theatre as required.

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**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education <ul style="list-style-type: none">• BA in Drama, Theatre or Performing Arts; or an equivalent combination of education and experience
Experience <ul style="list-style-type: none">• Minimum 7 years of experience in theatre production
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Ability to manage a range of activities and demands on a day to day basis• Strong project management skills• MS Word – Intermediate; Excel – Intermediate; PowerPoint – Basic• Other – Technical software potentially relevant to position: VectorWorks, AutoCAD, ETC Ion lighting console, ETC Express lighting console, Social Media, First Aid/CPR

Nature and Scope

- **Contacts:** Contact with others is typical to deal with, influence or motivate employees or groups of people, usually internal. Internal contacts include the Chair, faculty, staff and students in the Department of Drama and Speech Communication, and other members of the University community, particularly those wishing to rent the TofA, AL6 and HH180 spaces and/or THPERF resources such as lighting, sound, video, props, set. Additional contacts include Payroll, Finance, Procurement, Safety Office, Plant Operations and other administrative units at UWaterloo.
- **Level of Responsibility:** This position has specialized work with minimal supervision and has direct reports in the form of numerous casual and student employees. Accountability includes maintaining safety standards in the Theatre for the protection of employees and audience members, and other users of the Theatre. The position must also influence and lead groups of various sizes (actors, technicians) in production protocols and requirements.
- **Decision-Making Authority:** Position is accountable for the Theatre rental/scheduling decisions and for determining appropriate levels of staging, lighting and other specialized arrangements. The position works closely with faculty members in determining production to be offered by the THPERF program and in determining the production requirements, schedules (including rehearsals), and staffing.
- **Physical and Sensory Demands:** Some physical demands as typical in theatre work. May include extensive standing, walking, climbing, lifting, carrying and/or handling objects.
- **Working Environment:** Travel: minimal. Working hours: some work outside of regular hours is required due to production schedules. Risks physical and psychological: Some unavoidable exposure to dirt or dust, paints and other chemicals, and equipment, some of which may be hazardous. Some working at heights is required.