

## Director of Production

### **ABOUT US**

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### **ABOUT THE JOB**

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The Wallis is seeking a dedicated, performing arts professional to join our team as **Director of Production**. Reporting to the Executive Director and CEO, the Director of Production oversees and leads all production staff and production operations of the Wallis Annenberg Center for the Performing Arts, including the management of all production planning, budgeting, and operations; rehearsal and performance logistics, physical implementation, and negotiation and execution of various union and artist contracts.

### **WHAT YOU'LL DO**

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- Oversee the production process and provide leadership to production staff for all Wallis productions and performances.
- Manage and allocate production staff time across all projects.
- Set production deadlines and goals and provide the necessary oversight to ensure those goals are met.
- Provide production expertise to CEO and Leadership Team as necessary prior to committing to projects. Scouting of potential projects as deemed by Artistic Team.
- Provide production management for self-produced productions.
- Negotiation and execute various union and artist contracts, as necessary.
- Lead the planning and design for capital improvements for theatres, shops, and theatrical equipment upgrades.
- Work in conjunction with Artistic Team and Leadership Team to plan and budget all programming throughout the facility, as well as seasonal indirect expenses.
- Prepare budgets for non-show, indirect expenses such as office supplies, training, facility enhancement, conferences, software, etc.
- Ensure that The Wallis takes the safety of its employees seriously through setting and enforcing appropriate policies. Facilitate staff training as appropriate.

- Serve as a key member of The Wallis negotiation team for contract negotiations of various collective bargaining agreements, including IATSE, AEA, USA, SDC, and the AFM.
- Participate in technical rehearsals as necessary to ensure a smooth rehearsal process.
- Assist Artistic Team in setting physical expectations with creative teams.
- Research and promote training and professional development for all production staff.
- Oversee hiring and manage employment of all production staff.
- Create and maintain the Season Production Calendar.
- Attend conferences as appropriate to both represent The Wallis and explore opportunities for the company and staff.
- Ensure that company petty cash and credit card procedures and policies are functioning and appropriately managed.
- Provide approval of expenses (signoff of receipts) that are both show related (direct) and not show related (indirect).
- Participate to foster achievement of artistic goals of the theater, insure quality and consistency, and maintain the highest production values for The Wallis by contributing in group discussion, meetings, post mortems, note sessions, etc.
- Work with Education, Special and External Events, Marketing, and Development departments to help facilitate shows and special programs. Teach workshops, talk about the company and your career with students, and meeting with constituent groups to discuss 'behind the scenes' activities as necessary and as agreed.
- Attend staff meetings, production head meetings, production department meetings, post mortems, and board meetings as necessary.

### **SKILLS & EXPERIENCE NEEDED**

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- Higher level education required - BA or BFA degree. MFA in X preferred.
- Demonstrated leadership skills; Previous Director of Production experience preferred.
- A minimum of seven years diverse experience working as a Production Manager, Technical Director, or similar role, at a similar-size professional dance, music and theater organization, including commercial, non-profit, touring and regional productions, with international artists.
- Clear and persuasive communicator, both written and verbal. Ability to work collaboratively and effectively with designers and directors.
- Foster a work environment that is safe, respectful, and supportive and that embodies the values of equity and inclusion.
- Ability to multitask and work effectively while managing multiple deadlines and priorities in multifaceted, multi-genre performing arts and education campus.
- Ability to remain calm, balanced and productive, demonstrating strong leadership and managerial skills, while exhibiting tact, discretion, diplomacy and a sense of humor.
- Demonstrated understanding of the production process from both a creative and technical viewpoint so as to negotiate a clear path to success for any given production.
- Strong technical skills and experience, including a basic understanding of theatrical lighting, special effects, rigging, set construction, automation, costuming, audio production, video production, and prop acquisition.
- Solid understanding and experience, as well as outstanding working relationships with IATSE, USA, SDC, AFM, and AEA and their respective contracts.
- Experience overseeing, administering, and negotiating union collective bargaining agreements.
- Working knowledge of Microsoft Office programs.
- Demonstrated commitment to the training, mentorship and education of young theater and arts professionals.
- Capacity to solve problems and engage in creative thinking about challenges.

- Well-developed communication skills.
- Clear understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills.
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Team player who works closely with the Leadership Team and collaboratively with all team members.
- Solid understanding of proper safety protocols for theatrical productions, OSHA & fire codes.
- Ability to work a varying schedule, including nights and weekends.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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Please email your resume and cover letter to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include ***Director of Production*** in the subject line.

**No phone calls please.**

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.