

## Director of Producing

The Director of Producing is a member of the theater's Senior Artistic Leadership, participating in all major programming discussions and decisions, and a member of the Senior Leadership Team. As the Director of Producing, you are responsible for guiding multi-year artistic, administrative, and financial planning for the organization. The position reports to both the Artistic Director and the Managing Director and collaborates with the rest of the theater's cross-departmental leadership team to plan and support the full breadth of activity at the theater.

### Position and Responsibilities:

*There are four central roles that are key to the Director of Producing's success:*

- Serve as primary deputy to the Artistic Director on season planning and producing all work in development and season programming at the theater.
- Lead the Producing department including managing its Line Producers, Associate Line Producers, and assistants.
- Provide focus, prioritization, and context in a landscape of multiple and concurrent commitments.
- Engage with artists to identify the resources and scope required to create budget assumptions for each production; manage those assumptions and communicate if changes or requests for more resources occur.

*Additional responsibilities will include:*

- Support the season planning process, managing communication with artists, internal departments, and other stakeholders to support calendaring, budgeting, planning, and artistic development.
- Partner with the New Work team to track all projects under consideration at the theater to monitor the next steps support development at all stages.
- Serve as primary liaison between artists and internal departments, including but not limited to Marketing, Development, and General Management.
- Oversee creative team meetings and design presentations.
- Facilitate attendance of Artistic Director and Associate Artistic Director at rehearsals, technical rehearsals, and performances, and attend themselves.
- Serve as a steward of multiple activities on the cultural transformation plan to make our practices more equitable and reflective of antiracist values and ethos.
- Collaborate with the Production Manager and Company Manager as a show team to support production, artists, and the broader organization on online producing specific projects.
- Support the communications team in developing messaging for each production aligned with the overall vision.
- Collaborate with each creative team and Senior Artistic Leadership (and, where applicable, the Production Executive) to identify creative collaborators on each production.
- Serve as a representative of The Public Theater to the Board of Directors and national and international stakeholders.
- Support the feasibility assessment of potential added projects.

### Qualifications:

- Adept at planning and prioritizing work to meet commitments for multiple concurrent projects.
- Comprehensive knowledge of non-profit theater and theater at large.
- An understanding and embrace of The Public Theater's mission, strategies, and programming.
- Dramaturgy skills: the ability to connect with the artistic director, directors, and other artists to support the program vision.
- Knowledge of labor regulations.

- Previous experience managing and developing a team.
- Ability to identify development opportunities or training needs of individual employees and teams. Provides coaching, feedback, and training to improve performance.

### **Personal Qualities and Values**

The following are all important to the success of the Director of Producing:

- Excellent interpersonal skills, protocol awareness, and communication skills, particularly public relations/public speaking.
- Exceptional relationship management skills to function as the primary liaison among artists and all internal theater departments.
- Excellent analytical and problem-solving skills with an ability to initiate creative solutions for complex problems.
- Strong organizational, prioritization, time, and project management skills.
- Ability to demonstrate a deep commitment to advancing equity and inclusion at the Public Theater.

### **Salary:**

*The salary range is \$100,000-115,000.* This is an exempt position, according to the Fair Labor Standards Act. To apply, please send your resume to [jobs@publictheater.org](mailto:jobs@publictheater.org). Ideal start date is first quarter of 2022.

### **COVID-19 and Vaccination Policy:**

- As a condition of employment, The Public will require all who report to work on-site (either at The Public Theater or any other workspace or performing location) to receive the COVID-19 vaccine.

### **Benefits & Perks:**

The Public Theater offers a robust slate of benefits, which currently include: A range of excellent health, dental, and vision insurance options | Employee Assistance Program and Work-Life Services | Flexible paid time off | One paid “day of service” each year| 10 weeks (about 2 and a half months) of paid family leave | Commuter benefits for parking and transit | Flexible spending accounts for healthcare | Pension | 403(b) Retirement Savings Plan | Life and disability coverage | Discounted gym memberships | Free access to Public Theater programming and opportunities to access free and discounted tickets to other theater productions as theaters continue to safely reopen in NYC |

### **Commitment**

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.