Theatre Midwest
Job Description, Duties

ASSOCIATE PRODUCER

Supervises (Reports of): Technical Director (TD) and staff, Communications Director (CD) and staff, Director (Dir), Music Director (MD), Stage Manager (SM) and staff, and all other Creative Artists.
Reports to: Producing Artistic Director (PAD)

Fulfill all requirements outlined in the document: General Expectations for Project Leadership.

OVERVIEW

Coordinates and is responsible for all aspects of production, both technical and artistic
Organizes, prioritizes and manages finances, personnel, and scheduling

FINANCIAL MANAGEMENT

Sets up an accounting system for the production in consultation with PAD and all affected staff
Creates a budget for the project showing the original budgets, and actual expenditures/incomes
Works within a budget, and advises supervised staff how to do so.
Meets regularly with project heads in spending areas, including costume, set design, and lighting, and in income areas including CD, Marketing, Box Office, to ensure they are meeting the production budget and schedule
Approves or disapproves all expenditures and payments, while ensuring all accounts are paid

SCHEDULING

Creates a master production schedule
Procure and prepare the rehearsal venue
Determine load-in and tech schedules for performance venue
Manage resource calendars for all shared facility spaces.
Schedule all design and production meetings.

Develop and administer production calendars and design deadlines for each production.

PERSONNEL MANAGEMENT

Hires, contracts and supervises, in consultation with the PAD, DIR, TD and/or others when appropriate, all production staff, artists, and other contractors.

Ensures everyone has a clear job description and is able to do their job effectively

Fosters team spirit

Facilitates clear communications throughout the production process, and acts as a liaison between directors, designers, stage managers, and production and administrative staff.

Maintains department contact information and show rosters.

Ensures company awareness of and compliance with all policies, rental agreements, and union rules.

Reviews worker performance in all areas, including with and of area directors.

Identifies training needs.

Prepares contracts, collects tax forms, approves timesheets and other personnel paperwork.

PRODUCTION COORDINATION

Facilitates communication between designers, directors and staff.

Informs producer/s (PAD) of production progress

Attends all production meetings, the first rehearsal, all of technical week, and opening night

Arranges for transportation of technical items, costumes, props, furnishings, etc. to the theatre

Arranges for transportation of technical items, costumes, props, furnishings, etc. back to suppliers, owners, or storage.

Ensures all departments have completed their clean-ups and returns of borrowed or rented equipment

Attend first read through, designer run, technical rehearsals and previews as necessary.

Ensures all activities in the production department are handled in a safe and responsible manner, and that all usable/used spaces are well maintained

Makes arrangements for the audition call

Creates a Production Team and Cast Contact List

FACILITY AND SAFETY MANAGEMENT

Coordinate/oversee the installation, maintenance of technical equipment and facilities.
Maintain supervision of theatre use.
Approves locations, equipment, and other necessary resources
Ensures the production complies with health and safety regulations, union requirements, copyright laws, and insurance terms
Obtains any necessary approvals and risk assessment reports
Reports any insurance, safety, or contract issues which arise to PAD and affected parties.

PUBLICITY, MARKETING, AUDIENCE SERVICES

Approves all materials for public dissemination.
Provides information and support to aid development of materials and strategies.
Manages all public-facing tools such as Facebook, Insta-gram, Website, Ticketing.
Facilitates related events and activities with company, clients, audience, others.

Other duties as circumstances or needs require.