

## Director, Production

*The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Director, Production to support the Vice President, Operations.*

FLSA Status: Full-time, Exempt

### **About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County**

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501C3 non-profit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit [arshtcenter.org](http://arshtcenter.org).

### **Basic Function**

Reporting to the Vice President, Operations; the Director, Production oversees in-house production team, resources and activities associated with the execution of all performances presented by the Arsht Center, its Resident Companies and its four wall renters. Working with the Production team, (14 reports) he/she/they will be responsible for the vetting and budgeting process of shows, projects and events. This position is expected to organize and

execute numerous projects simultaneously, while instilling the highest safety and production standards in their team. In addition, this position will provide quality leadership and overall guidance to the production team. Quality leadership includes regular individual meetings with team members, providing a plan, consistency, and being present. The ability to work within a team, and interdepartmentally, to foster a collaborative work environment is essential to the success of this position. Problem solving and conflict resolution are skills often used in this position and must be a strength of anyone in this capacity. This position must understand how to navigate within an I.A.T.S.E. house while maintaining a highly collaborative and productive relationship with the house crew and the I.A.T.S.E. Local. He/she/they will lead along with support from their team and the Intern and Apprenticeship Program Specialist, a comprehensive State of Florida registered Technical Theater Apprenticeship program developed by the Center to foster the careers of the next generation of theater professionals.

As a member of the Operations line of Business, the Director, Production is also responsible for contributing to the long-term maintenance and Capital planning for theater technology and production equipment. In collaboration with the Vice President, Operations, this person will budget for, and prioritize, key maintenance projects to keep the Center's production assets operating at optimum capacities. He/she/they should also anticipate future needs of the department while identifying opportunities for investments that will keep our production capabilities current with technological trends.

### **Responsibilities**

- Leading all functions of the Center's Production Department and venues.
- Maintains the highest standards for production services possible for all events and performances.
- Imposes safe work practices and holds team members accountable.
- Maintains a positive working relationship with IATSE Local 500, its Business Agent and monitors ongoing collective bargaining agreement issues.
- With the Production Manager and Technical Directors, assigns and reviews production cost estimates for shows and events.
- Along with the Production Manager and TD's, build shows via Vector works and/or AutoCAD.
- Monitors the condition of equipment and production systems; initiates corrective action.
- In collaboration with the human resources department, hires all production department personnel.
- Scheduling of production personnel.

- Administers Production Department payroll, coordinates reporting and approves timecards and time sheets.
- Develop, update, and adhere to all production standard operating procedures.
- Reviews all Production reports and follows up on corrective measures as needed.
- Works with Technical Directors to support the needs and requests of internal and external clients.
- Constantly working with production manager and TD's to maximize growth potential within the department
- Attends weekly meetings as needed.
- Schedules and chairs regular production meetings.
- Schedules and chairs regular meetings with production department heads.
- Approves purchases of supplies and replacement items within production/technical budgets.
- Ensure budget line items are reviewed monthly.
- Undertakes special assignments and projects that can benefit from this area of expertise. Works with Technical Directors to explore the feasibility and cost of proposed projects.
- Develop rapport with outside presenters and touring companies to ensure smooth and efficient load-ins rehearsals, performances and load-outs.
- Proactively addresses potential challenges with team members.
- Enforces and abides by all Center policies, rules and regulations.
- Attend weekly operations and production meetings to disseminate pertinent information to staff discussing any challenges with upcoming performances.
- Be present at performances.

### **Ideal Experience**

- Four-year college degree
- 5 – 8 year's experience in a Performing Arts Center and/ or LORT Theater
- 5 – 8 year's experience leading a team of Production Staff
- Familiarity with trending technology

### **Personal Characteristics**

The Director, Production should be:

- Team leader
- Forward thinker
- Action-oriented; a doer
- Affable, easy to get to know
- Problem solver
- Determined and persistent
- Highly energetic
- Dedicated to accomplishing the organization's goals

## **Physical Demands**

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 75 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

## **Suggestions for candidates and expressions of interest should be addressed to:**

Email: [resumes@arshtcenter.org](mailto:resumes@arshtcenter.org), with Director, Production search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

**The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented.**