

Wisconsin Rapids Community Theatre

Production & Facility Director Job Description

The Production & Facility Director is responsible to provide regular box office hours, coordinate volunteer work and schedules, handle clerical and administrative duties associated with running the theatre, handle facility rentals and act as primary technician when needed, and general production manager duties. This full time salaried position coordinates with the Corporate Director position and reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Production Management: Oversees the cost effectiveness and planning of the production process.
 - Responsible for managing the production budget, scheduling work, and coordinating the various production departments.
 - Responsible for ensuring that all aspects of the production are completed within budget, according to the designer and director's wishes, and in time for the first public performance.
- 2) Organization Operations: Implements appropriate resources to ensure that the operations of the organization are sustained.
 - Responsible for box office ticket sales including administration of the Vendini program, negotiating large group discounts, providing free tickets for publicity, gift items, etc. and handling gift certificate sales.
 - Responsible for volunteer need assessment, recruitment and training.
 - Responsible for office duties including, but not limited to, publicity and advertising, calendars maintenance, ordering supplies, bank deposits and cash on hand.
- 3) Facilities Management: Provides facilities rentals, technician support and monitors equipment malfunctions or needs.
 - Responsible for working with groups or individuals who wish to rent the auditorium or studio space, negotiating rates, invoicing, arranging cleaning prior to the event, any outside items needed, and set up and take down.
 - Responsible for working with groups or individuals renting the facility to fulfill their technical needs (i.e. sound and lights).
 - Responsible to coordinate with Corporate Director to assure equipment functionality.
 - Responsible to work with the facility committee to prioritize needs and coordinate implementation.
 - Responsible to assure that all areas of the facility are clean and ready for next show/public viewing or rental.

Professional Qualifications:

- A Bachelors in Theatre or equivalent combination of education and experience that reflects a working knowledge of production management, house management, and technical theatre
- Someone who enjoys working with the public and has a passion for community theatre
- A basic understanding of how nonprofit organizations work and their role in the community
- Familiar with internet navigation, email, Facebook, etc.
- Requires a highly-organized individual who is able to multi-task and handles stress well
- Ability to deal with people on a multitude of levels, from recruiting and training of volunteers, to negotiating rental fees with businesses, to supporting the requests of artistic directors who are under the stress of a performance ready to open
- Proficiency in Word is required; Excel and PowerPoint are highly desired

Actual Job Responsibilities:

1. The public face for WRCT by leaving a positive impression of you and the group with every current/potential patron, volunteer, sponsor, and contributor.
2. Administer setting up programming, handling holds, sales and printing tickets, generating reports, and troubleshooting.
3. Working with the Administrative Director to determine if special budgeting is required.
4. Handle all duties of the Production Manager per the Personnel manual.
5. Attend rehearsals as needed.
6. Keeping media and arts organizations informed of upcoming productions and activities, including online calendars and community marquees, coordinating the quarterly newsletter, scheduling appearances on local media, and purchasing ads in local newspapers and submitting appropriate ad copy.
7. Tracking and depositing cash from ticket sales and other sources, for keeping cash on hand at a minimum and for providing additional cash and change as needed for events.
8. Support the various WRCT programs by providing clerical and administrative assistance as needed.
9. Other duties as assigned by the Board of Directors.