



DIRECTOR OF PRODUCTION & FACILITIES

ABOUT TRIAD STAGE

A professional regional theater based in Greensboro, NC, Triad Stage celebrates diverse voices, perspectives, and lived experiences through the arts. We have recently redefined and restructured our organization and programming with a renewed purpose and commitment to anti-racism and to community standards that shape our work. We celebrate new work, amplify community voices, and share the stories of our changing region. We value our partnerships with arts organizations, university partners, and local businesses. For 20 years, Triad Stage has been known for groundbreaking productions in our downtown facility that includes a 299-seat thrust and an 80-seat flexible cabaret space.

JOB DESCRIPTION

The Director of Production & Facilities holds the primary responsibility of ensuring that all technical operations for all productions and events at Triad Stage are delivered on time and within budget. This position will be involved in the programming and artistic decisions of the company including season planning, budgeting, and scheduling. This position will supervise the production staff, negotiate artist contracts, serve as a liaison between designers and production staff, and develop and implement a prioritized plan for the upkeep, preventative maintenance, and improvement of the theater's facilities and technology. This position shares responsibility for ensuring that Triad Stage's Core Values and mission are upheld through every decision in the organization. In collaboration, the Director of Production & Facilities has the opportunity to reshape the production department including setting up a new scenic shop and storage and hiring of new staff.

DUTIES AND RESPONSIBILITIES

The responsibilities of this position include:

- Oversee all technical operations for all events and performances for Triad Stage on time and within budget
- Transparent and clear communication among production personnel
- Serves as a direct supervisor for the Production Department
- Ensuring a safe and supportive work environment consistent with Triad Stage's Core Values
- Create and manage the production budget in coordination with the Executive Director
- Hire and manage production staff, production apprentice positions, run crew and overhire as needed
- Create and negotiate contracts for actors, stage managers, directors, designers, and other artists
- Collect and approve timesheets for hourly employees before submission to the Office Manager for payment
- Establish and manage the production schedule including coordinating rehearsals, load-ins, strikes, and other production-related events at the theater in collaboration with the Artistic Director and Technical Director
- Ensure compliance with union contracts (AEA, USA, SDC)
- Arrange travel and housing for all out-of-town artists
- Attend SETC/ USITT Job Fairs when schedule and budget permits
- Serve as a point person for renting of spaces within the facility in collaboration with the Box Office Manager and Front of House Manager
- Maintaining production archives
- In collaboration with the Technical Director, ensuring all fire code and ADA compliance are being upheld through every production process.
- Maintain the building's operational equipment and systems including the HVAC and fire safety systems
- Secure the appropriate contractors and maintenance companies for the upkeep, preventative maintenance, and improvement of the theater's facilities
- Facilitate the use and maintenance of Shop vehicles

- The Director of Production & Facilities will be responsible for maintaining and enforcing Triad Stage's Covid-19 Health and Safety Protocols for employees. If the chosen candidate is not already certified as a Covid Compliance Officer, Triad Stage will pay for this certification for the chosen candidate after employment has started.
- Other duties as assigned

EXPERIENCE AND QUALIFICATIONS

The ideal candidate will have a bachelor's degree or Master's degree or comparable experience in theater production, production management, technical theater, or general management. This individual must be detail-oriented, collaborative, and able to understand and translate abstract artistic visions into practical budgets, technical plans and safe production processes. Must have knowledge of and commitment to the workforce DEIA experience.

COMPENSATION

\$45,000-50,000.00 Exempt.

This position is eligible for benefits including health, dental, and vision insurance with employee and company split after 90 days of employment. Life and disability insurance are paid fully by Triad Stage after 90 days of employment. Employees receives 10 paid days off, 8 holidays, and 2 floating holidays to use at employee's discretion. In addition, Triad Stage offices are closed December 25-January 1. After a year of employment, this position is eligible to participate in the company's IRA program with company matching contribution. After 5 years of employment, candidate will receive an additional 5 days of paid vacation.

TO APPLY

Triad Stage is an equal opportunity employer and strongly encourages applications from a diverse pool of candidates regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation.

Please submit a cover letter, resume, and three references with contact information to jobs@triadstage.org with the candidate's name and "Director of Production and Facilities Search" in the subject line.