

PRODUCTION AND OPERATIONS MANAGER OF THEATRE ARTS

Howard University

Chadwick A. Boseman College of Fine Arts

Department of Theatre Arts Search

JOB DESCRIPTION

TYPE: FULL-TIME

The Department of Theatre Arts at Howard University invites applications for a full-time staff position in the nationally renowned Bachelor of Fine Arts (BFA) Theatre Arts program. **This is a full-time, one-year appointment for AY 2022-23.** The position will work with the faculty and students of the Theatre Arts Program to support all departmental main and small stage productions.

As a historically Black private university committed to developing distinguished, historically aware, and compassionate graduates we seek a production and operations manager with experience that will support our diverse student body in their development as theatre arts professionals beyond the classroom.

The Production and Operations Manager (POM) oversees all production and theater operational needs for the Department of Theatre Arts. Reporting to the Artistic Director, this position is an integral part of the team within the DoTA. The POM works in collaboration with and maintains key relationships with the Department Chair, Technical Director, Designers, Directors, Producer, Production Stage Managers, technical staff, students and Office of the Dean.

Duties for the POM includes collaborating with all production and artistic personnel to ensure top quality and safety for productions and operations; supervising production, front of house and box office student workers; creating a positive working environment, and is a positive role model/mentor for students; creating and maintaining production schedules; facilitating production meetings to ensure clear and accurate communication between creative teams, production staff, and administrative support; monitoring design budgets and facility management.

The reporting hours for this position are 3-11pm, M-F. The salary range for this position is \$50,000- \$60,000

Specific Responsibilities (including, but not limited to):

1. DESIGN PROCESS AND ANALYSIS

Guide all director/design teams through the design process to guarantee the timely completion of all designs. With the input of appropriate technical staff, analyze all designs submitted to determine feasibility of execution within the allotted time, budget and personnel available.

2. SCHEDULE

In collaboration with the Artistic Director and Department Chair, develop production calendars for respective productions, showcases and special programming; maintain production calendars and design deadlines for each production/event. Determine load-in and tech schedules for the productions, as well as strike and restore; schedule and attend all design and production meetings.

3. FINANCES

Monitor production budgets and track production costs; keep the Artistic Director and Procurement designee apprised of the status of the production budget on a regular basis.

4. MANAGING PERSONNEL

Coordinates the assignment, scheduling, and training of students working in operational, administrative and support positions. In consultation with the Artistic Director, manages all production staff and contractors including, but not limited to: designers, technical staff, running crew, artistic consultants and any additional personnel required for specific production needs.

5. PRODUCTION LIAISON

Facilitate clear communications throughout the production process, and act as a liaison between directors, designers, stage managers, Artistic Director, Department Chair and administrative staff. Coordinate and conduct all design and production meetings. Attend read-thru, rehearsals (periodically), designer run, technical rehearsals, previews, performances and strike.

6. FRONT OF HOUSE and BOX OFFICE

The POM is responsible for training, scheduling and overseeing students serving in front of house roles (managers and ushers), as well as box office support. The POM organizes the box office system and activities; manages all front of house and box office operations; suggests and

implements policies and procedures to maintain efficient processes; creates a pleasant experience for our patrons; addresses concerns of our patrons and the general public. The POM works with the stage manager and production staff to ensure that performances begin promptly and the house is cleared after curtain call, in a timely manner. The POM oversees the count and allocation of box office funds. The POM is responsible for ensuring that reports for front of house and box office are shared and archived.

7. DEPARTMENT SUPPORT

As necessary, supports special events and programming at the request of the Artistic Director, Department Chair or the Office of the Dean.

8. FACILITY OVERSIGHT

The POM is also responsible for facility oversight. Duties include (but not limited to) securing rehearsal and production spaces; serve as onsite faculty/staff supervisor for student classwork and group showing rehearsals. The POM will liaison with the Building Manager, Physical Facility Management team, and the Office of the Dean.

9. SAFETY COMPLIANCE

The POM is responsible for overseeing the maintenance of a safe workplace in compliance with TITLE X, OSHA, ADA and Building Fire Codes. During this current climate, the POM will enforce policies and procedures per the University regarding COVID. The POM addresses any safety hazards or safety infractions and follows up on any hazard reports. The POM is also responsible for ensuring that the full production team is familiar with Safety and Emergency procedures.

Other duties as assigned. These duties and responsibilities are not exhaustive and are subject to review and shift according to future changes/developments..

EDUCATION, SKILLS AND QUALIFICATIONS

- ❖ Perform work in a manner that is consistent with Department of Theatre Arts' mission, the Chadwick A. Boseman College of Fine Arts' vision and Howard University strategic plan.
- ❖ Proven experience in a similar role of at least 5 years, including at least 5 years of managing a staff.

- ❖ Broad background in theater and management; knowledge of all areas; preference for experience managing a production, theater or other performing arts projects.
- ❖ Experience with training, and cultivating diverse teams.
- ❖ Excellent time management skills, including managing numerous projects concurrently.
- ❖ Excellent written, communication and interpersonal skills with attentiveness to details.
- ❖ Ability to read and disseminate information from design drawings and production schedules.
- ❖ Sound computer skills including G-Suite, Microsoft office, etc.
- ❖ Strong leadership skills to lead a team.
- ❖ Models accountability and encourages others to succeed.
- ❖ Ability to evaluate teams and set performance goals and objectives.
- ❖ Strong commitment to current best Health and Safety practices.
- ❖ Ability to work under pressure and adapt to changing priorities.
- ❖ Must be available to work extended work hours at times, including nights and weekends.

To apply, please submit the following.

- Letter addressing the listed qualifications and a statement regarding any personal alignment with the mission of Howard University
- Production Management Resume
- Three letters of Recommendation **emailed directly from the recommenders** to Prof. Nikkole Salter, Chair of the Department of Theatre Arts with the following **SUBJECT HEADING: Letter of Recommendation - [CANDIDATE'S NAME]**
- Links to online websites, video and/or audio recordings representative of the applicant's career and body of work

Send your letter of application, CV, and links to:

Prof. Nikkole Salter, Chair

nikkole.salter@howard.edu

SUBJECT: Adjunct Lecturer of Theatre Arts - [NAME]