

# APOLLO

## JOB POSTING

**JOB TITLE:** Director of Production

**DEPARTMENT NAME:** Theater Operations

**REPORTS TO:** General Manager

**FLSA STATUS:** Exempt

**Organization:** The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

**Position Summary:** The Director of Production (DoP) will plan and oversee the production of a wide range of music, dance, theater, multi-media and interdisciplinary events in two main performance spaces at the Apollo Theater. The Apollo's expanding artistic vision will include large-scale theater and opera productions, which require a technical director with the appropriate skillset and experiences. The DoP will serve as the primary technical contact for artists, renters, their professional technical personnel as well as the Apollo Theater Foundation Programming, Development, Education, and Facility Sales departments. The DoP will be the liaison for the above groups to successfully meet the theater tech requirements for all events associated with the Apollo Theater Foundation; and manage production operations to ensure high safety standards, high-quality production values, and excellent artist/audience experiences.

**Essential Duties and Responsibilities** include the following:

### **Production Planning & Management:**

- Determine and carry out the technical requirements for production riders and contracts
- Work with internal and external clients to clarify production needs and make recommendations that balance costs and need.
- Implement best practices for the Apollo's production department.
- Provide estimates for labor/equipment.
- Develop the season production calendar, production schedules and implementation plans for each Apollo Programming and Facility Sales event
- Assist in contracting for additional rental equipment as needed and approved

### **Implementation:**

- Coordinate and oversee the preparation and implementation of lighting, sound, video and rigging designs and stage configurations.
- Schedule, supervise, and inspect work performed by I.A.T.S.E. Local 1 Stagehands
- Oversee production set-up, rehearsal, performance and restore.
- Ensure proper use of all Apollo technical equipment and performance facilities
- Monitor and exemplify safe work practices
- Oversee in-house or contracted maintenance and repair of technical equipment
- Stay abreast of technical advances in the field of theater/entertainment technology
- Serve as point of contact for all production; interpret and act to meet unanticipated needs

### **Fiscal Responsibility:**

- Plan and administer the Apollo production department budgets
- Maintain records of all production related expenses, payroll, rentals, transportation, supplies, etc..
- Prepare and ensure adherence to annual production budgets and production budgets for each event.

- Oversee inventory, maintenance, and purchases of all technical supplies and equipment.

### **Staff Development:**

- Hire, train and supervise I.A.T.S.E. Local 1 Stagehands in accomplishment of all production activities
- Work with the Apollo Education Department to develop and maintain robust internship programs

### **Qualifications**

- A demonstrated broad and deep knowledge of theater production and entertainment technology including the latest developments in lighting and design, sound reinforcement and recording, video sources and projection, rigging, carpentry, properties and stagecraft
- A demonstrated knowledge of sound reinforcement and skill in discerning sound quality; as well as knowledge of lighting design and discerning lighting quality
- Strong skills set for teamwork, leadership, motivating others and problem solving
- Interpersonal skills and ability to work with diplomacy and tact with artists and staff
- Ability to work as a team member and/or work independently, as well as take initiative as appropriate
- Familiarity with standard theater policies and procedures, rules and regulations
- Knowledge of safety standards for local, state, OSHA, and other federal guidelines
- Willingness to work irregular hours including nights and weekends on a regular basis
- Commitment to diversity and to serving the needs of a diverse population
- Ability to handle multiple tasks simultaneously and make sound decisions on deadline
- Business software proficient, especially with MS Office Suite and CAD
- Knowledge of events management software and Microsoft Visio preferred
- Constant dedication to personal & departmental improvement
- Commitment to getting things done
- A can-do attitude
- Out of the box thinker
- Ability to find “yes” and not settle for “No”
- Applicants with the ability to read minds will be given special consideration
- Sense of humor a plus

### **Education/Experience**

- A degree in Theater, Design, Engineering, or equivalent professional experience is required.
- 5 years of experience as a TD/PM at a major theatrical venue is required.
- Advanced knowledge and experience with all aspects of technical backstage operation is required. ETCP certifications preferred.
- A solid fundamental knowledge of standard scenery construction, handling, and rigging methods as well as knowledge of standard theatrical lighting techniques is essential.
- Computer literacy is essential, including MS Office products.
- Experience with standard technical and theatrical drafting procedures is required.
- Familiarity with CAD is essential.
- An ability to clearly communicate technical and artistic concepts in writing is essential.
- Problem solving skills, including the ability to synthesize and evaluate solutions in three-dimensional space, are required.
- Interpersonal and communication skills are crucial, as well as the ability to work on a team in a fast-paced, detail-oriented workplace.
- Demonstrated knowledge of the standard project management practices.
- Knowledge of dance, theater, opera, and music.
- Must be flexible, willing to help when asked.
- Excel in a demanding fast-paced environment.

**Supervisory Responsibilities:** Directly supervises employees in the following positions and carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities

include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

- **Technical Supervisor**
- **Production Stagehands**

*To apply, send cover letters, resumes to [human.resources@apollotheater.org](mailto:human.resources@apollotheater.org)  
please put "Director of Production" in the subject line of the email.*