



HARRIS THEATER FOR MUSIC & DANCE
Director of Production

Department:	Production
Job Title:	Director of Production
Reports To:	Vice President of Operations & Production, General Manager
Type of Position:	Full-Time & On-Site / Hours Based on Performance & Event Schedule / Hybrid work is possible based upon Harris Theater’s in-office requirements and when permissible for the responsibility of the role.

HARRIS THEATER MISSION

The Joan W. and Irving B. Harris Theater for Music and Dance is Chicago’s primary residence for music and dance, connecting diverse audiences with outstanding artists from across the city, the nation, and the world.

GENERAL DESCRIPTION

The Director of Production is a full-time position that is responsible for advancing all technical aspects of performances and events for the Harris Theater, a 1,499-seat auditorium hosting local, national, and international companies and artists.

This role reports directly to the Vice President (VP) of Operations & Production, General Manager and directly manages the Production Manager as well as working in concert with the Harris Steward/Head Carpenter, I.A.T.S.E. Local 2.

As a key member of the Harris Theater team and department lead, the Director of Production engages in strategy for staff and department professional development, sets annual and long-term budgets for the department and maintenance, represents the Harris Theater in the community, and is committed to enriching the Theater’s company culture.

DUTIES AND RESPONSIBILITIES

Administration and General Operations

- Set standards, policies, and expectations for Production Department success. Ensures Harris Theater Presents (HTP) programming is delivered safely, on-time, within budget, and with artistic excellence.
- Model and support the mission and core values of the Harris Theater by showing commitment to work toward inclusion, diversity, equity, and accessibility, creating a space of belonging for all audiences and employees.
- Set and manage the annual production budget including forecasting, maximizing efficiencies, and controlling costs for productions, technical equipment, and production equipment maintenance in collaboration with the VP, Production Manager, and I.A.T.S.E. Local 2 department heads.
- Serve as a leader in HTP season planning at the direction of the CEO and Director of Programming in constructing a seasonal budget and production calendar.
- Ensure consistent administration of Momentus Elite (Venue Ops), booking and event management software, around all production schedules.
- Advocate for and support capital projects within the Production area.
- Embrace and support additional administrative and general operation responsibilities as needed.

Production Management

- Serve as the voice of the Harris' Production team for Harris Theater Presents, ensuring artists and their management that the artists are in good hands and will have the best possible performance on the Harris stage.
- Execute the coordination and presentation of Harris Presents production needs based on contracted technical rider requirements: such as establishing the production budget, setting tech schedules, labor negotiations, and negotiating and sourcing equipment rental.
- Maintain and keep current all Harris Theater technical information and in-house inventory. In collaboration with the Director of Operations and Production Manager, distribute technical packet to potential and current renters and presented production technical teams.
- Attend all rental company and HT Presents front of house/production meetings.
- Ensure that all production information is collected and organized based on contracted deadlines for all performances/events.
- Prepare all contractual labor estimates for potential renters and confirmed renters (working closely with the Steward/Head Carpenter) and submit labor estimates for labor deposits, working closely with the Steward/Head Carpenter.
- Serve as the house expert on the three IATSE Local collective bargaining agreements. Advise the Harris CEO and VP during CBA renewal periods.
- Schedule all IATSE Local labor calls.
- Review and approve all final labor payrolls.
- Maintain relationships with local equipment vendors and manage in-kind donations and discounts on rental equipment.
- Respond to emergencies on a 24/7 basis, as required.
- Onsite for performances and events to ensure success of production and needs of the renter or company.
- Embrace and support production management and leadership supervision responsibilities as needed.

Cross-Organizational Leadership

- Collaborate with Director of Programming on Harris Theater Presents production needs, budgeting, and rider fulfillment.
- Collaborate with the Director of Operation to provide estimates to potential renters and participate in initial meetings and site visits as needed.
- Work with Facilities Department to navigate building infrastructure and equipment that overlaps with production.
- Contributes production details for upcoming events at the Weekly Onsite Meeting which includes representation from Operations, Facilities, Box Office, Front of House, Concessions, Janitorial, Security and Marketing.

Leadership & Employee Management

As a member of the Harris Theater team and department lead, the Director of Production is expected to:

- Uphold the Harris Theater's mission to be a home for music and dance, and embodies organizational core values of collaboration, integrity, belonging, respect, and resilience.
- Be onsite for support or attend performances/events as required.

- Participate in organizational and regular team meetings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes.
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons and outwardly in the community.

EXPERIENCE REQUIREMENTS

- At least 7 – 10 years of professional production management expertise as a technical leader, or comparable experience.
- Minimum of three years managing unionized crews and key union relationships.
- Knowledge of IATSE collective bargaining agreements.
- Experience in management of direct reports and leading a team.
- Excellent customer service and communication skills to navigate a variety of artists, renters, and users of the venue and relationships.
- Composed in challenging and fast-moving situations with the ability to troubleshoot scenarios quickly as they arise.
- Aptitude to craft and oversee budgets.
- The capacity to read a technical rider and assess requirements regarding staffing and perform budgeting accordingly.
- Superior written and verbal communication skills (English primarily) with additional strong math and budgeting skills.
- Highly developed organizational skills and the ability to keep multiple projects moving forward simultaneously.
- Ability to work independently and maintain a positive work atmosphere with a variety of teams and artists with diverse backgrounds.
- Deep understanding of the theater and dance making process.
- Superior skills using Microsoft Office Suite (Outlook, Word, Excel)
- Advanced skills in using and creating spreadsheets and Internet collaboration tools.
- An ability to be self-directed and work independently.
- The ability to prioritize, manage multiple projects simultaneously, and maintain focus in a fast-paced, environment.

SALARY RANGE AND INSTRUCTIONS TO APPLY

Compensation based on experience with base range starting salary of \$85,000 year plus a highly competitive benefits package. Please submit a cover letter and resume to jobs@harristheaterchicago.org. No phone calls please.

The Harris Theater is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, disability status, or any protected characteristic as outlined by federal, state, and local laws. If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodation by contacting info@harristheaterchicago.org.