Producing Artistic Director

The Producing Artistic Director ("PAD") is responsible for producing and overseeing the successful execution of the theater's artistic programming under the direction of the Executive Artistic Director ("EAD"). The PAD manages all aspects of production planning and implementation, including staffing, scheduling, budgeting, and production oversight, ensuring that each production reflects the artistic vision and standards of the theater established in collaboration with the Executive Artistic Director. The PAD will also contribute creatively to the theater through serving as the director, music director, and/or choreographer (depending on experience) for multiple productions each season.

The PAD collaborates closely with theater stakeholders, including: directors, designers, production teams, administrative staff, and volunteers to produce high-quality theatrical experiences while maintaining operational excellence and fiscal responsibility.

This is a full-time exempt position with flexible hours, must have evening and weekend availability during auditions, rehearsals, tech rehearsals, performances, and special events as needed.

Duties include, but are not limited to:

Artistic & Production Leadership

- Direct (and/or choreograph or music direct) 1-3 productions annually across multiple Sunset performance series
- Collaborate with the Executive Artistic Director and applicable committees and staff on season planning and production scheduling
- Recruit, hire, and manage contracted directors, designers, music directors, choreographers, stage managers, technicians, and production volunteers in collaboration with the EAD
- Support directors and production teams in achieving the artistic goals in alignment with the theater's budget
- Coordinate audition logistics, scheduling, registration, and publicity
- Attend auditions and callbacks when needed, support directors during the casting process
- Maintain audition records and performer databases
- Monitor production progress and quality, providing support as needed
- Conduct post-show evaluations
- Coordinate and attend production meetings and ensure all departments remain on schedule and budget
- Identify and resolve production challenges
- Coordinate volunteer assignments across productions

Administrative

- Manage the Sunset production calendar, including scheduling rehearsals, shows, dressing rooms, and School for the Arts needs
- Coordinate and prepare contracts and agreements
- Prepare production reports for the board of directors and the EAD
- Develop and maintain production procedures and best practices
- Apply for royalties and licensing
- Ensure compliance with licensing agreements, copyright requirements, and production policies
- Maintain production documentation and records

Financial

- Prepare annual production budgets for review by the Executive Artistic Director and Board of Directors
- Provide regular budget updates and reports
- Track production expenses and approve expenditures
- Work with production teams and staff to identify cost-effective production solutions

Community Involvement & Marketing

- Collaborate with graphic designer to create season brochures and show programs - including production information, photos, biographies, and external advertising
- Contribute promotional content for marketing purposes
- Participate in season launches, community events, and donor activities as needed with the EAD
- Attend production performances, mingle with patrons and donors

Essential Skills and Qualifications:

- Experience in producing, directing, choreographing, music directing, and/or managing theatrical productions required
- Strong project management and organizational skills
- Working knowledge of theatrical production processes, technical operations, and industry standards
- Experience supervising production teams, experience with volunteers preferred
- Excellent communication and leadership skills
- Budget development and financial management experience
- Ability to manage multiple projects simultaneously
- Commitment to collaboration, inclusion, and community engagement