



Director of Production

Music Theatre Wichita is seeking a Director of Production to join a dynamic, forward-looking team. The ideal candidate will have a strong background in theatrical budgeting, technical production, and managing production teams.

We are looking for someone who has strong verbal and written communication skills, gives impeccable attention to detail, and enjoys working with and managing diverse groups of personalities. Music Theatre Wichita currently produces five mainstage productions in the summer months, youth theatre productions, and other special events. MTWichita also has a year-round Technical Director, Costume Coordinator, and Rentals & Inventory Director – but the majority of the production staff is seasonal or on a per-project basis. MTWichita has a team- oriented approach and a strong history of producing shows with high standards of production and performance.

[Read more about Music Theatre Wichita here.](#)

Application Instructions

The application packet should include a letter of interest, a résumé, and the names and contact information of three professional references. (These references will only be contacted for finalists, and the candidate will be notified in advance.) Please email application materials to Artistic Director Brian J. Marcum at employment@mtwichita.org.

Job summary

The Director of Production is responsible for the planning, budgeting, and timely production of all physical assets for theatrical productions, as well as the hiring and management of all production personnel at Music Theatre Wichita. This position reports to the Artistic Director and works closely with the Managing Director and other staff. The ideal candidate will have a strong working knowledge of all production departments.

Department	Production
Reports to	Artistic Director
FLSA	Exempt
Salary Range	\$68,000-75,000 annually, dependent on experience. Benefits package includes health insurance, PTO, 401k match, and more.



Essential Duties and Responsibilities

Leads Production Department and Processes

- Assist Artistic Director with the selection of designers and other visiting artists.
- Oversees all production department operations in support of MTWichita's artistic vision.
- Responsible for recruiting, hiring and supervision of production employees, including department heads, seasonal staff, etc.
- Allocate production management duties to ensure complete coverage of all mainstage and educational productions.
- Oversee MTWichita's production facilities and equipment inventory and needs (purchases, maintenance, rentals).
- In collaboration with Artistic and Managing Directors, develop season schedule for all mainstage and expanded programming. Work with building managers to ensure spaces are available for production and performance. Develop and administer production calendars and design deadlines for each production. Determine load-in and tech schedules for the stage. Manage resource calendars for all shared facility spaces.
- Schedule all design and production meetings.
- 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, money and personnel available.

Personnel Supervision and Leadership

- Manage full-time production staff (Technical Director, Costume Coordinator), as well as seasonal and overhire employees.
- Coach and develop production staff members by monitoring employee productivity and providing constructive feedback.
- Help to facilitate conflict resolution among employees.
- Complete annual performance reviews of all direct reports.
- Foster a work environment that demonstrates cultural competency and incorporates values of diversity, equity, inclusion, and access.
- Ensure compliance with IATSE master agreement and other union rules; assists in negotiation with IATSE and other unions as appropriate. Strong working knowledge of performing unions including AEA, USA, and SDC. Understanding of labor laws including wage and hour standards.
- Serves as Safety Officer and ensures a safe workspace.

Budgeting and Finance Responsibilities

- In collaboration with the Finance Director and production department heads, create the overall annual budget for the production department.
- Creatively engage and partner with design teams in order to meet budget goals while maintaining design integrity and production quality.



- Create and track all show-related budgets and maintain effective methods of financial reconciliation.
- Track departmental work throughout the production process, ensuring that work is completed on time and within budget.
- Keep the Managing Director and Artistic Director apprised of the status of the Production budget on a regular basis; overall expense overages require approval of Managing and Artistic Directors.

Additionally, the Director of Production

- Assists in strategic and future planning.
- Works to develop and maintain strong relationships with board members and donors.
- Plans and leads production for offsite events.

Minimum Qualifications

The job requires 5+ years of experience in production management, including budget responsibilities and talent recruitment and development. Supervisory experience is required, as is knowledge and experience with the musical theatre art form. OSHA 10 or OSHA 30 training preferred.

Knowledge, Skills, and Abilities Required for Successful Job Performance

- Verbal and written communication skills sufficient to empathetically manage groups with a wide variety of personalities and communication styles.
- Knowledge and in-depth understanding of various elements required to create high-quality musical theatre productions.
- Knowledge of and ability to use standard office hardware and software including databases and web-based software programs, including Outlook, Excel, DocuSign, and Word; cloud-based storage like OneDrive and Dropbox; and industry software such as AutoCAD, Vectorworks, and QLab. Ability to learn new applications and skills.
- Integrity above reproach; ability to maintain highest confidentiality when dealing with sensitive or private information.
- Strong attention to detail.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Ability to learn new applications and skills.

MTWichita believes a diverse and inclusive team is critical to our ongoing relevance and growth, beginning with the selection process. Therefore, the team is working to ensure diverse candidate pools and encourages candidates from diverse backgrounds to apply. MTWichita is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, marital or civil partnership status, pregnancy, age, disability, veteran status or any other protected factor under federal, state or local law.