



Director of Production

Union Arts Center (UAC), home for ACT Contemporary Theatre and Seattle Shakespeare Company, seeks a collaborative, strategic, and experienced **Director of Production** to lead all production operations. This role is a key member of UAC's senior leadership team and plays a central role in realizing the organization's artistic vision through high-quality, sustainable, and inclusive production practices. This is an exciting opportunity to join our merged organization, within a collaborative and creative work environment.

The Director of Production oversees the full scope of production activities, from season planning and budgeting through rehearsal, technical rehearsals, and performances. The Director of Production partners closely with the Artistic Director and General Manager to align artistic ambition with responsible stewardship of resources and people.

The DoP reports to the Artistic Director. Direct reports include the Technical Director, Costume Department Manager, and Associate Production Manager. Indirect management of Shop Supervisors and Staffs. Position requirements include working onsite and managing an irregular schedule, including nights and weekends.

The annual salary for this full-time, exempt position is \$110,000. The role is primarily onsite. UAC provides comprehensive benefits, including access to medical insurance, with UAC paying 92% of the monthly premium for the HMO plan, and dental and vision insurance with employee contribution. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan, \$6 discounted downtown Seattle parking, and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by emailing your resume and a cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Roles and Responsibilities include:

Production Management

- Provides excellence in inclusive leadership with effective management of all UAC Productions, Developmental Work (workshops and readings) and Production Department personnel through the planning, budgeting, rehearsal, technical, and performance phases
- Supports the artistic integrity of UAC Productions through creation and management of production and artistic related budgets and personnel, ensuring high-quality art is produced safely and within resource constraints
- Partners with the Artistic Director and General Manager to develop and maintain regular forecasts and regular reporting for the Production budget.
- Ensures accurate reporting for all Production-related expenses and supports timely and accurate payroll for Production staff
- Leads proactive and effective communication between the Production Department and creative staff, between the Production/Artistic Departments, as well as all UAC departments to establish a cohesive artistic vision and support functional company dynamics
- Advises on capital projects involving Production and advises on building safety and

accessibility needs in partnership with Director of Facilities and Technical Director

- Confirms timely and accurate reporting for all Production-related expenses, including payroll, by overseeing timely communication between the Production and Finance Department
- Creates and maintains UAC calendars (production, season, individual) competently – including appropriate deadlines and due dates for designs, materials and final changes, and coordinates performance schedule with the Director of Marketing and General Manager, and proactively identify programming conflicts.
- Negotiates, reviews, and offers individual contracts for all artists engaged by UAC; e.g. actors (AEA and non-union), directors, choreographers, composers, designers, fight directors, dialect coaches, intimacy directors, musicians, etc.
- With the support of the Associate Production Manager, oversees the scheduling, travel, and housing arrangements for visiting artists and staff.

Union Responsibilities

- Oversees the adherence to all collective bargaining agreements affecting production or artistic personnel (AEA, SDC, USA, IATSE, AFM)
- Participates with General Manager and Director of People and Culture in collective bargaining with IATSE and AFM
- Jointly leads Labor Management meetings with General Manager

Production Office Management:

- Leads inclusive recruitment, hiring, and onboarding practices for the Production department
- Primary Production liaison for Education and Engagement efforts, including touring production.
- Primary Production contact for Development Department and other UAC events
- Advises on Production Department capacity to support rental requests, and facilitates rentals being appropriately staffed in a safe and supported manner
- Represents UAC professionally at Internal and External theater events

Experience & Qualifications:

- A minimum of 5 years of experience in Producing or Production Management, working in a LORT or comparable theatre is strongly preferred
- A minimum of 2 years of direct supervisory experience with expertise in planning, assigning, and directing tasks and performance management required
- Solutions-oriented approach to leadership, upholding a collegial and positive work environment
- Demonstrated commitment to the principles of equity, diversity, inclusion, accessibility, and belonging and knowledge of how to integrate those values into a Production Process
- Superior interpersonal communication skills, including knowledge of conflict resolution techniques and the ability to work cohesively with a variety of stakeholders
- Demonstrated ability to build and manage department budgets
- Self-starter with the ability to confidently manage multiple priorities and clearly communicate project status with attention to detail
- Clear understanding of artistic process with ability to navigate it with collaborative and diplomatic style

- Excellent computer skills, including Microsoft Office Suite
- Ability to pass a background check conducted under Fair Chance Employment legal standards

Equal Opportunity Employer

Union Arts Center is an equal opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

