

Position Summary

The Pittsburgh Opera is seeking a full-time Director of Production to advance the company's commitment to artistic excellence, uphold safety standards, and steward all production activities in support of the company's mission and long-term financial goals. The Director of Production is a member of the senior management team and oversees all staged productions, Resident Artist Program productions, outreach events, special events, and all other events that require production support. The Director of Production reports to the General Director.

Key Responsibilities:

- **Production Stewardship:** Participate in the season planning process, researching and advising on productions, scheduling, and budget implications. Responsible for recommending, engaging and managing all necessary technical personnel for productions and the Production Department. Responsible for negotiating set and costume rentals for all productions and stewarding the design process for all new productions with directors, designers, and opera staff. Maintains Pittsburgh Opera production rental catalogue and establishes rental rates and conditions.
- **Budgeting and Financial Management:** Develops production budgets that support the planned season and align with the company's overall financial goals. Develops production calendars and timelines for each production and determines time, labor and material requirements for each production. Oversees management of all expenses, payroll, and purchases related to productions and events and provides regular financial reporting to senior leadership.
- **Technical Operations and Safety Compliance**
- Oversee all technical, design, and logistical elements of opera production and events. Attend all lighting sessions, technical rehearsals, and performances. Serves as liaison with the Pittsburgh Cultural Trust venues and other community venues regarding production matters. Serves as company's primary resource on stage safety and compliance with all necessary industry regulations.
- **Labor Relations:** Serve as team leader in negotiations of IATSE union agreements and fosters collaborative and respectful relationships with various unions with which Pittsburgh Opera has agreements.
- **Facilities and Warehouse Management:** Oversees company's warehouse and shop operations. Works with senior management to manage and oversee the Bitz Opera Factory (Pittsburgh Opera's headquarters) including ongoing maintenance, facility management, and equipment purchases.
- **Leadership:** Fosters a team based, problem-solving culture, and promotes an inclusive, respectful work environment that advances the company's vision. Collaborates with other senior managers and Pittsburgh Opera staff to provide support for outreach events, fundraising activities and special events presented at the company's headquarters.

Job Requirements:

- Minimum of 5 years of experience as Director of Production, Production Manager, or related production experience in opera.
- Demonstrated supervisory experience, ability to budget and prepare new productions, and running large scale productions.
- The ideal candidate will bring a collaborative, solution-oriented approach and brings effective and proven skills in oral and written communication, team building, organization, and analytics.
- Excellent computer skills with MS Office and project management programs.
- Experience working with union crews and collective bargaining agreements.
- Experience with sound and lighting equipment and setting up equipment for events.
- Ability to lift and carry material weighing 25-50 pounds and to work evenings and weekends.
- Commitment to Pittsburgh Opera's mission, values, and ethical standards.
- Undergraduate degree in a relevant field, or equivalent combination of education and professional experience.

This is a full-time exempt that requires a flexible schedule, including evenings and weekends.

Starting salary range for this position is \$105,00 to \$115,000 annually commensurate with experience and demonstrated skills and is negotiable within that range.

If interested, please send a resume, cover letter, and a list of 3 professional references to:
Kristin Gatch at kgatch@pittsburghopera.org.

The Pittsburgh Opera is a tax exempt 501(c)(3) organization and is an Equal Opportunity Employer.