



JOB DESCRIPTION

PRODUCER – Responsible for all operational and financial aspects of the show

Key duties include:

- Work with treasurer to formulate budget and ensure show is run within budget
- Collect receipts for all expenses and reconcile expenses to budget
- Work with director to facilitate auditions, rehearsals, important dates
- Work with operations director to address any facility conflicts
- Set up move in and strike schedules in conjunction with set designer and theatre operations director
- For musicals, responsible for contacting the artistic liaison about script and score needs; responsible for returning all printed materials to publisher
- Provide all relevant names and bios as necessary for programs by deadline provided
- Locate and appoint department heads and crews, including:
 - Set designer
 - Set dresser
 - Lighting designer
 - Sound designer
 - Props
 - Costumes
 - Stage manager
 - House manager
 - Makeup
 - Stage and set construction members
 - Running crew
- Hold regular production meetings with appropriate people as needed

- Ensure compliance with all contract requirements and terms, including those related to video taping and program credits
- Creates contact list with names, phone numbers, and email addresses for all cast and crew members; distributes to all people on list as well as to PR people and others as needed
- Also responsible for
 - Ordering commemorative T-shirts
 - Organizing cast party
 - Organizing poster distribution
 - Encouraging cast to participate in ticket and ad sales
 - Working with Fundraising Committee on Door Prize(s)