



Director of Production

Full-Time, Systems-Based Role

Reports to: Artistic Director

Works closely with: Managing Director, Directors, Designers, Stage Management, Box Office, Marketing

Status: Full-Time, Exempt

Location: Little Lake Theatre Company (Canonsburg, PA)

Position Overview

Little Lake Theatre Company seeks a full-time Director of Production (DOP) to oversee and manage all production systems across a ten-production season. This role is the primary steward of the production lifecycle, ensuring that every production moves from planning through strike with clarity, fiscal responsibility, safety, and artistic care.

The Director of Production is a systems-based leader, responsible not only for managing productions, but for building and maintaining the structures that allow artists and teams to do their best work. Working in close partnership with the Artistic Director, the DOP serves as the central point of coordination for directors, designers, stage management, and production staff.

This is not a catch-all administrative role. The Director of Production owns production operations and supports the organization through structure, communication, and foresight. In doing so, the DOP plays a central role in Little Lake Theatre's artistic success and long-term sustainability, ensuring that ambitious programming is supported by strong systems, clear communication, and thoughtful stewardship.

Little Lake Theatre Company is a professional-caliber community theatre serving Southwestern Pennsylvania for over 75 years. Known for ambitious programming, strong production values, and deep community connection, Little Lake is in a period of thoughtful growth, investing in sustainable systems that support artists, staff, and audiences alike.

Production Rhythm & Work-Life Balance

Little Lake Theatre operates as a community-based producing organization with a clearly defined seasonal rhythm. While the Director of Production is a full-time position, the intensity of the work **varies throughout the season**. Periods of technical rehearsal and production overlap require evenings and weekends, while other portions of the calendar allow for more standard daytime schedules, flexibility, and recovery time.

This position is designed around **sustainable production practices**, not constant high-intensity output. Little Lake is not a union house, and production schedules are built collaboratively with an emphasis on clear planning, realistic timelines, and advance visibility into busy periods. A season overview is provided [here](#) so expectations around workload and time commitment are transparent from the outset.

The Director of Production is not expected to be “on” at all times. The role emphasizes **systems, preparation, and coordination** so that periods of peak activity are balanced by periods of lighter workload and intentional time off aligned with the production calendar.

Physical & Work Environment Requirements

This role regularly involves standing and walking for extended periods, navigating backstage and production spaces, and working in environments that may include theatrical lighting, sound, dust, tools, and construction materials. The Director of Production may be required to lift or carry materials weighing up to approximately 40 pounds and to access stairs, ladders, and uneven surfaces as part of production activity.

Work hours include evenings and weekends during rehearsals, technical rehearsals, and performances. Other periods of the season allow for more standard daytime schedules and flexibility aligned with the production calendar.

Core Responsibilities

Essential Functions

The following responsibilities represent the essential functions of the Director of Production role. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Production Leadership & Oversight

- Serve as the primary manager of the full production lifecycle, owning the systems, schedules, and coordination that guide each production from pre-production through strike.
- Schedule, assemble, and lead all production meetings; prepare and distribute notes, action items, and follow-ups in a standardized and repeatable way.
- Collaborate with the Artistic Director to create and maintain season-wide production calendars, including long-term and short-term planning.
- Create and maintain standardized show-specific production timelines for each show within the season and distribute them to production teams once hired.
- Oversee production progress and production health, ensuring readiness and communicating any needs or concerns to the Artistic Director.
- **Safety & Duty of Care:** The Director of Production is responsible for upholding organizational safety standards and promoting safe production practices across all rehearsal, build, technical, and performance environments. This includes identifying potential safety concerns, ensuring compliance with established protocols, and escalating issues as needed.

Budget & Resource Management

- Track all production budgets and actuals; monitor spending per show and overall and communicate concerns proactively.
- Ensure designer proposals and purchases align with approved budgets, safety standards, and production feasibility.
- Collect receipts and documentation for reimbursements and maintain accurate budget records.
- Consult with the Artistic Director and Managing Director on season-level and show-specific production budgets.
- Make necessary purchases as needed and collaborate with managing directors on reimbursing designers.

Supervisory Authority

- The Director of Production provides direct supervision to Stage Managers and production staff as assigned and exercises functional oversight of designers and production collaborators throughout the production process.
- This role participates in hiring recommendations, onboarding, and performance evaluation of production staff in collaboration with the Artistic Director and Managing Director, with final hiring decisions resting with the Artistic Director.

Decision-Making & Financial Authority

- The Director of Production is authorized to make routine production purchases within approved budgets and established spending thresholds. Larger expenditures, budget variances, or non-standard purchases require approval from the Artistic Director and/or Managing Director.
 - The Director of Production is accountable for responsible stewardship of production funds and for communicating financial risks or concerns proactively.
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Rehearsal & Technical Process

- Attend first rehearsals and prepare rehearsal spaces for tours and table reads.
 - Ensure Stage Management and Directors are supported with rehearsal materials, props, furniture, and equipment.
 - Supervise and standardize rehearsal reporting and ensure clear communication across departments.
 - Build and manage technical rehearsal schedules in collaboration with design/production team and Stage Management.
 - Be present for the majority of technical rehearsals to coordinate problem-solving and support production flow.
 - Lead or facilitate end-of-day tech check-ins and distribute notes and action items at technical rehearsals.
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Performance & Run Maintenance

- Oversee performance operations to ensure consistency, safety, and quality throughout the run.
 - Supervise show reports and ensure accuracy, standardization and follow-through.
 - Coordinate with design and production teams to maintain costumes, props, scenery, consumables, and laundry plans.
 - Address production-related issues during the run in collaboration with appropriate designers.
 - Attend performances only as needed, based on production circumstances.
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Load-In, Strike, & Storage

- Coordinate load-in and build schedules with production team and designers.
- Create and communicate strike plans for each production.
- Supervise or ensure execution of strike and load-out processes.

- Ensure production materials are properly stored, returned, disposed of, or archived at the conclusion of each show.
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Production Systems & Documentation

- Create and maintain standardized production contact sheets, schedules, and internal documentation across each individual show and the season.
 - Maintain shared drive organization and production filing protocols.
 - Update and maintain production-related sections of the Welcome Packet in collaboration with the Artistic Director.
 - Assemble production information for Playbills (cast lists, bios, production credits) and deliver materials to the Managing Director.
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Scripts & Production Materials

- Distribute scripts and scores to directors, designers, stage management, and actors in both digital and printed formats as needed.
 - Track the distribution of all licensed materials.
 - Collect, inventory, and return scripts and scores at the conclusion of each production.
 - Prepare and mail licensed materials back to publishers or licensing houses when required.
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Casting & Artist Logistics (Systems-Focused)

- Manage casting logistics and infrastructure, including audition and callback scheduling, forms, and systems (e.g., Typeform, Calendly).
- Monitor auditions and callbacks and serve as a logistical point of contact.
- Manage casting email communications and distribute materials to directors as needed.
- Send callback notifications and rejection communications in coordination with the Artistic Director.
- Prepare audition and callback spaces and materials.
- Collect actor logistics including measurements, allergies, bios, and headshots.

Casting decisions remain the responsibility of the Artistic Director and Directors.

Cross-Department Collaboration

- Coordinate with production photographers regarding production assets and timelines.

- Work with the Box Office Manager to organize and track comp ticket allocations. Support production-related special events (e.g., season announcement logistics) as assigned.
 - Partner with the Managing Director and House Manager to ensure smooth production-adjacent operations.
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What This Role Does Not Own

To maintain clarity and sustainability, the Director of Production does **not** hold primary responsibility for:

- Patron relations or customer service
 - Front-of-house or house management
 - Facility cleaning or routine building maintenance
 - Fundraising or donor cultivation
 - Marketing strategy or execution
 - Artistic policy development or season selection
 - Final casting decisions
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Measures of Success

- Success in this role is evaluated based on the health and clarity of production systems, adherence to approved budgets and schedules, readiness of productions for rehearsal, technical, and performance phases, and the quality of communication across departments.
 - Additional measures include the ability to anticipate challenges, support artists and staff effectively, and contribute to sustainable, well-planned production practices that align with the organization's goals.
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Qualifications

- 3–5+ years of production management or theatrical operations experience.
- Strong organizational, scheduling, and communication skills.
- Experience managing production budgets and timelines.
- Ability to lead teams with clarity, empathy, and professionalism.
- Comfort managing multiple productions simultaneously.
- Working knowledge of rehearsal, technical, and performance processes.

- Proficiency with shared digital tools and scheduling platforms.
- Availability for evenings and weekends during rehearsals, tech, and performances.

Compensation & Benefits

- **Salary:** \$38,000–\$40,000 annually, commensurate with experience
- **Benefits:** Healthcare provided
- Paid time off aligned with production calendar
- Benefits details, including healthcare coverage, paid time off, holidays, and sick leave, are provided in accordance with organizational policy. Full benefit information will be shared upon offer.

At-Will Employment

Employment with Little Lake Theatre Company is at-will and may be terminated by either the employee or the organization at any time, with or without cause or notice. Job duties and responsibilities may evolve based on organizational needs.

Equal Employment Opportunity

Little Lake Theatre Company is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other status protected by applicable law. We are committed to fostering a diverse, inclusive, and respectful workplace.

To apply for this position, email your resume and cover letter to patrick@littlelake.org.