



## **Director of Production**

**Reports to:** Artistic & Executive Director

**Location:** Philadelphia, PA

**Status:** Full-time

BalletX, Philadelphia's premier contemporary ballet, seeks a Director of Production to lead all production activity across performances, tours, and special engagements. This role is responsible for planning, executing, and overseeing all technical and production elements of BalletX's work on stage and in the community, while managing facilities and leading a small production team. The Director of Production works closely with the Artistic & Executive Director and serves as a key collaborator across artistic, administrative, and external partners to ensure productions are delivered on time, on budget, and at the highest artistic and technical standard.

This position requires an exceptional project manager, communicator, and team leader who thrives in a fast-paced, multi-project environment and proactively anticipates challenges before they arise. This is an exciting opportunity to lead alongside a dedicated, creative team and play a central role in bringing bold, innovative dance productions to life. Join BalletX and be a key contributor to advancing a vibrant artistic mission that brings people together through the transformative power of dance.

To learn more about BalletX, our mission, and our programs, visit [www.BalletX.org](http://www.BalletX.org).

This position is full-time with a competitive salary range of \$90,000-\$100,000 (commensurate with experience) and accompanying benefits including health insurance, 401k match, and paid time off. BalletX is an equal opportunity employer.

### **Key Responsibilities**

#### *Production & Touring Leadership*

- Direct all BalletX productions, residencies, and tour engagements from pre-production through strike
- Develop, implement, and oversee production timelines, schedules, and logistics across multiple concurrent projects, ensuring projects are completed on time
- Develop and steward production budgets that support artistic excellence within nonprofit constraints, working creatively and collaboratively to maximize resources and negotiate effectively
- Serve as primary production liaison with venues, presenters, touring partners, and unions
- Prepare and maintain technical riders for all touring engagements, ensuring clear communication of production needs with presenters and venues
- Review venue rental agreements and production-related contracts in collaboration with leadership
- Ensure all productions meet safety, labor, and contractual requirements

#### *Team & Crew Management*

- Manage, mentor, and support a small in-house production team
- Hire, schedule, and supervise seasonal and show-specific production staff and crew
- Foster a collaborative, organized, and solutions-oriented production culture
- Clearly communicate expectations, priorities, and timelines to staff and crew

### *Facilities Oversight*

- Oversee BalletX's facilities and production-related infrastructure
- Coordinate maintenance, upgrades, and equipment management
- Ensure spaces are safe, functional, and production-ready for rehearsals and performances

### *Communication & Collaboration*

- Act as a central point of communication for production-related information across departments
- Proactively keep leadership and internal teams informed of project status, risks, and evolving needs
- Translate artistic vision into executable production plans in collaboration with leadership and artists
- Support cross-departmental planning related to scheduling, budgeting, and organizational priorities

### *Systems, Planning & Administration*

- Develop and maintain production systems, documentation, and workflows
- Archive and maintain complete production documentation, including tech riders, production books, schedules, budgets, contracts, and post-production reports, to support future planning
- Track and manage multiple timelines and deliverables simultaneously
- Anticipate challenges and implement solutions before issues escalate
- Support long-term planning for future seasons, tours, and special projects

### **Qualifications & Experience**

- Minimum of 5-7 years of professional production management experience in performing arts or dance
- Demonstrated experience working with IATSE and union crews
- Proven ability to lead teams and manage seasonal and project-based staff
- Exceptional project management, organizational, and multi-tasking skills
- Strong written and verbal communication skills
- Ability to remain calm, proactive, and solutions-focused under pressure
- Experience managing budgets, schedules, and production logistics
- Knowledge of production safety standards and best practices

### **Desired Attributes**

- Passion for contemporary dance and live performance
- Highly proactive and detail-oriented
- Clear, confident communicator who values transparency
- Collaborative leader who supports both artistic excellence and operational efficiency
- Adaptable and comfortable navigating change in a dynamic production environment
- Public-facing ambassador for BalletX, and well-regarded by venues and production partners
- Budget-conscious negotiator with strong relationship-building skills
- Leads with kindness, empathy, and respect

### **To Apply**

To apply, please send your cover letter, resume, and three references to BalletX at [jobs@balletx.org](mailto:jobs@balletx.org). Applications will be reviewed on a rolling basis until the position is filled.