



Trinity Repertory Company seeks a dynamic leader to join a team of talented staff, artists and board members in the role of **Producing Director (PD)**. The PD will lead the production team and the production process for each show in Trinity Rep's season. The PD is a key member of the senior staff, supporting and advancing the artistic vision and mission of the organization. The Production Director jointly reports to the Artistic Director and Executive Director.

Who is Trinity Rep?

Trinity Rep's mission is to reinvent the public square with dramatic art that stimulates, educates and engages our diverse community in a continuing dialogue. We do this by producing nationally recognized theatrical work, working with a professional resident acting company, and offering graduate training programs in partnership with Brown University. Trinity Rep creates lifelong learning opportunities and arts education programs that reach students in grades K-12. Trinity Rep is dedicated to the values of company, community and education.

"Some of the best public conversations about the things that push and pull at Rhode Island, and beyond, happen at Trinity."
- Providence Journal (2013)

Featuring one of the last longstanding resident acting companies in the U.S., Trinity Rep produces a 5-7 show season including world premieres, classic works, and an annual production of *A Christmas Carol*. In addition to their onstage programming, the company boasts robust education and community engagement programs.

Trinity Rep shapes the future of the nation's theater through the development and production of new plays, as well as the tuition-free Brown University/Trinity Rep MFA program - one of the leading programs for actor and director training in the country.

"Trinity Rep is a theater steeped in experimentation and curiosity. For decades they

have pushed the limits of theatricality, unafraid to take risks. This comes out of a profound faith in art and artists. My wish for the theater field is that more of our flagship institutions would take this approach. If they did, I think the work would be both more adventurous and resonant with our communities."

- Mark Valdez, director (Fuente Ovejuna and 2018's A Christmas Carol)

Located in downtown Providence, Trinity Rep has long been a driving force behind the creativity that fuels and defines the region. Typically employing over 200 artists, educators, and administrators, the organization generates nearly \$21 million in economic activity annually. It is one of 75 theaters nationwide with membership in LORT (the League of Resident Theaters), the organization representing America's leading professional theater companies in collective bargaining agreements with Actors' Equity Association (AEA), the Stage Directors and Choreographers Society (SDC), and United Scenic Artists (USA).

Who is in Leadership?

Curt Columbus (he/him/his) became Trinity Repertory Company's fifth artistic director in January 2006. He is also the artistic director of the Brown/Trinity MFA programs in Acting and Directing. His directing credits for Trinity include *Ragtime*, *Beowulf: A Thousand Years of Baggage*, *Middletown*, *Vanya and Sonia and Masha and Spike*, *The Merchant of Venice*, *His Girl Friday*, *Camelot*, *Cabaret*, *Blithe Spirit*, *A Christmas Carol*, *Cherry Orchard* and the world premieres of *The Completely Fictional*, *Utterly True*, *Final Strange Tale of Edgar Allan Poe* and *Social Creatures*. Trinity has been home to the world premieres of three of his plays, *Paris by Night*, *The Dreams of Antigone*, and *Sparrow Grass*. Trinity has also produced his translations of Chekhov's *Cherry Orchard* and *Ivanov*, as well as Feydeau's *A Flea in Her Ear* and Lope de Vega's *Fuente Ovejuna or Like Sheep to Water*. Curt's adaptation of Dostoevsky's *Crime and Punishment* (with Marilyn Campbell) has won awards and accolades at theaters around the United States, the United Kingdom and Australia. His translation of Chekhov's *Three Sisters*, developed at the Arden Theatre in Philadelphia, is now published by Dramatists Play Service, as is his play, *Sparrow Grass*, and his translations of Chekhov's other major plays, *Seagull*, *Uncle Vanya*, *Cherry Orchard*, and *Ivanov*. Curt lives in Providence, Rhode Island with his husband, Nate Watson.

Co-leading Trinity Rep since 2015, **Tom Parrish (he/him/his)** is responsible for overall audience and donor development, financial management, operations, and administration. Previously, he served successful tenures as executive director of Geva Theatre Center and Merrimack Repertory Theatre. He also worked at Arena Stage, Cleveland Play House, Dallas Theater Center, and San Diego Repertory Theatre. He is currently Treasurer of the League of Resident Theatres and involved on the boards or committees of Theatre Forward, Greater Providence Chamber of Commerce, Downtown Providence District Management Authority, Providence Foundation, and the Providence Warwick Convention & Visitors Bureau. Awards include a NAACP Theatre Award for Best Producer and "Forty Under 40" recognition

in Providence, Rochester, the Merrimack Valley, and San Diego. He received his MBA/MA, Arts Administration from Southern Methodist University; BA in Theater Arts and Economics from Case Western Reserve University; and attended the National Theater Institute, Commercial Theater Institute, and Harvard Business School's Strategic Perspectives in Nonprofit Management.

What will you do?

The Producing Director will serve as the strategic leader for all production efforts within Trinity Rep. The PD will play a key role in season planning, production budgeting, and managing the technical execution of each production safely and efficiently.

The Production Director will supervise the Technical Director, Prop Master, Costume Shop Director, Master Electrician, Sound Engineer and Company Manager. In collaboration with production department heads, the PD will be responsible for cultivating and maintaining a positive and collaborative working environment for all production staff. The PD will also lead the process of rebuilding Trinity Rep's production departments as the organization prepares to re-open for live performances.

The PD will serve as the primary liaison with various industry unions (AEA, SDC, USA,) and all production contract negotiations.

Your Areas of Accountability

- Develop, with production department heads, the budgets for all areas of production for all mainstage shows, readings, workshops, and booked-in events, including materials; artistic and production staff salaries, fees, taxes, and benefits; housing; transportation; casting; scripts; and any other related production expenses.
- Hire and supervise the stage management staff and production department heads (scenery, props, costumes, lighting and sound); advise on department staffing and over-hire labor hiring; monitor inter-departmental scheduling and collaborations; and address personnel problems that may arise.
- Negotiate and administer all actor, stage manager, director, and designer contracts, including scheduling, travel, and housing.
- Advance inclusion, diversity, equity, access and anti-racism goals in production staffing, policies, procedures, and practices.

- Review and monitor all production expenses: work with directors, designers, and staff to manage expenses within budgets; submit weekly production payroll; re-project cash flow and budgets on a regular basis.
- Develop production schedules for all mainstage shows and any booked-in events.
- Monitor and address safety issues relating to all aspects of production. Communicate with respective union partners (AEA, SDC, USA) and ensure compliance with all work rules, regulations, and reporting requirements. Liaise with the fire department and ensure compliance with safety protocols.
- Facilitate the selection and hiring of designers, and schedule and oversee the design and design review process.
- Review overall production facility and capital needs with the Executive Director; develop and update, with production department heads, a five-year equipment acquisition and replacement list.
- Read and analyze scripts in consideration for Trinity Rep's season and contribute to season planning discussions.
- Lead weekly production meetings and communicate organizational and administrative needs and events with production staff.
- Represent production departments at weekly senior staff meetings and communicate production needs and events to non-production staff.
- Provide production information to the Marketing/PR department for the program.
- Coordinate and approve use of shop, theater space, rentals, and loans to and from other organizations.
- Manage the use and service of company vehicles as needed for productions.

Who are we looking for?

This role is ideal for a professional with five or more years of experience and/or training in theater production, stage management, technical theater, general management or similar work in an arts related enterprise. The new PD is someone who thrives on collaboration with artists, technicians and administrative staff. The role requires a detail-oriented leader who can understand and translate abstract

artistic visions into practical budgets, technical plans and safe production processes.

Essential Skills

- Communication and Comprehension
 - Writing (reports, business correspondence, procedure manuals)
 - Public Speaking
 - Reading and Analysis (business periodicals, professional journals, governmental regulations)
 - Interpersonal and Nonverbal communication
- Math
 - Basic Algebra and Geometry
 - Budget Creation and Management
 - Accounting Principles
- Reasoning Ability
 - Spatial Reasoning from the Abstract to the Concrete
 - Problem Solving
 - Data Collection
 - Interpretation and Translation of Technical Drawings
- Technology
 - Collaboration Software (Microsoft Teams, Slack)
 - Internet Software
 - File Sharing Software (Dropbox, Google Drive)
 - Spreadsheet Software
 - Word Processing Software

Additional Areas of Expertise

- Team Building and Management
- Negotiating
- Project Management
- Anti-racism Policies and Practices
- Collaboration

Physical Requirements

- Sit or stand in a stationary position for up to 50 percent of work time
- Utilize close vision, color vision, peripheral vision and depth perception
- Move objects weighing up to 25 pounds for office functions and production management/set-up

How much are we paying and what are the perks?

Salary Range: \$75K - \$80K; FLSA Status: Exempt, some nights and weekends for technical rehearsal and preview weeks. Minimal travel required.

Benefits Package: Paid vacation, personal time, holidays, and bereavement leave. Medical, dental, vision and long term disability insurance. 401K retirement account.

Living in Providence, Rhode Island: Ranked #1 in *Travel + Leisure* magazine's 2014 America's Favorite Cities Survey, praised by Architectural Digest as "The country's best small city," and named America's Coolest City by GQ Magazine in 2015, Providence is the capital and most populous city in Rhode Island. Founded in 1636, it is one of the oldest cities in the United States and the third-largest city in the New England region after Boston and Worcester. Providence has a city population of 180,609 and is part of the Providence metropolitan area with an estimated population of 1,622,520. The region is considered part of the Greater Boston combined statistical area, the sixth largest in the country, with over eight million residents.

Once nicknamed the "Beehive of Industry," Providence has rebranded itself as the "Creative Capital" to emphasize its educational resources (Brown University, Rhode Island School of Design, Providence College, Rhode Island College, Roger Williams University, and Johnson & Wales University) and arts community. Over the last twenty years, much of Providence has undergone a true civic renaissance, as political leaders and residents have propelled the city into an exciting place to work and live. City streets are packed with boutiques, hotels, renovated lofts, excellent restaurants, and art spaces.

In addition to being the home of Trinity Repertory Company, Providence has a remarkable arts and culture community that includes nationally renowned community arts center, AS220, the Rhode Island Philharmonic Orchestra, RISD Museum, Providence Athenaeum, Festival Ballet, and WaterFire. Providence is also home to several performing arts centers such as the Veterans Memorial Auditorium and the Providence Performing Arts Center, as well as a number of smaller theaters. The city's music scene, centered on artist-run spaces, is well known in underground music circles.

The restaurant scene in Providence is second to none and a source of immense pride for residents, as the city has been consistently recognized as a top city for food. Because of Rhode Island's proximity to the ocean, many restaurants, grocery stores, and farmer's markets boast food sourced from the state itself, giving real meaning to the phrase "farm-to-table" dining. From bakeries and coffee shops, to bars and food trucks, there is no shortage of fun, excellent, cutting-edge dining in the city.

How do I apply?

Visit aljpcconsulting.com/apply-for-open-positions to submit your application.

Trinity Repertory Company is an equal opportunity employer dedicated to building a culturally diverse, equitable, and antiracist environment. For information about Trinity Rep's commitment to antiracism, please visit trinityrep.com/antiracism.