



Director of Production (Full-Time)

Background

ODC is a groundbreaking contemporary arts institution, delivering its mission through a world-class dance company, an innovative presenting theater, a dynamic digital platform, a dance school for movers of all ages and abilities, and ODC Heath with initiatives including a fee-free diagnostic and educational Healthy Dancers' Clinic, and fitness offerings informed by dancer training for all levels and abilities. Guided by Founding Artistic Director Brenda Way; Kimi Okada as Director of ODC School and Associate Choreographer; and, Carma Zisman as Executive Director, ODC is nationally recognized for its entrepreneurial spirit and artistic innovation. Unique for its fully integrated vision, ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through dance performance, training, and mentorship. ODC operates a three-building campus including a Dance Commons and the ODC Theater in San Francisco's Mission District, and a robust digital program for classes, performances, and engaging dialogue. ODC's programs and activities have contributed to community development, arts education, and access to creative art-making for more than 50 years.

Position Summary

ODC's Director of Production (DP) is the chief production/technical representative for the organization and serves as the Technical Director for all ODC Dance Company performances. The DP is a member of ODC's Senior Management team, reporting directly to the Executive Director and working in close collaboration with the organization's Artistic Directors and Associate Director of Artistic Planning, Creative Director for the ODC Theater, as well as maintaining a collaborative working relationship with ODC's Managing Director and Director of Facilities. The DP works primarily in person, on ODC's three-building campus in the Mission District (with the primary address of 351 Shotwell Street, San Francisco, CA 94110) as well as from assigned production offices, performance venues, and specific locations as required by touring, site visits, off-site performance projects, and special events.

The DP oversees all aspects of production and performance for ODC and provides hands-on staffing of ODC's professional Company performances and events. This includes, but is not limited to, performance and tour preparations, stage oversight for ODC venues, and contracts with artistic and production collaborators and designers. The DP typically travels with the Company on tour.

The DP also provides strategic leadership and ensures effective delivery of ODC's production effort, including production planning, technical operations, top-level design, direction, management, and staffing for performance and public facing special activities generated by the organization's School and Health programs, pre-professional teen companies JAM and Seeds, presenting program and select rentals of the ODC Theater, rentals of Studio B and other ODC campus venues, and cross

departmental collaborations. The DP is responsible for the development and management of all production-related budgets, including production's portion of the annual Board approved fiscal plan for the organization.

As head of the ODC Production Department, the DP manages all production and design staff as well as contracted design and production professionals employed and retained by ODC. Reporting into the Director of Production is the Production & Technical Coordinator, Company Production Stage Manager, Lighting Supervisor, Wardrobe Supervisor, Theater Technicians, Designers, and all overhire production staff and contractors.

Roles & Responsibilities

Production Leadership and Oversight

- Serve as a collaborative member of the senior leadership team and contribute to organizational planning and decision making
- Advise the Artistic Director and Executive Director on production feasibility, resource allocation, and operational implications of artistic initiatives.
- Participate in season planning and production scheduling.
- Negotiates and contracts Set, Costume, Lighting and Projection Designers
- Oversees all productions and events across the ODC campus, through direct management, appropriate staffing and guidance to production personnel.
- Collaborates with the Creative Director of ODC Theater and producing staff to support production planning and logistics for presented artists, festivals and special projects.
- Provides full production oversight and staffing for performance and public facing special events generated by ODC School and Health Programs
- Manages the technical needs of ODC Campus performance spaces (Theater and Studio B), including regular maintenance, purchasing supplies, advising on capital improvements and working with Facilities staff to address day-to-day building issues.

Rental Client Production Support

- Serves as or appoints and oversees consistent technical liaison with rental clients from intake to presentation
- Ensures ODC staff and contracted personnel clearly assess and understand each client's production requirements.
- Provides clients with clear and comprehensive load-in, technical rehearsal, performance, and load-out procedures and schedules.
- Communicates consistently with clients and technical personnel to ensure effective support and timely resolution of client or employee concerns.
- Provides direct, hands-on oversight for rental events with complex production or technical requirements.

Personnel Management and Communication

- Manages and oversees: Production Technical Coordinator, Production Stage Manager, Lighting Supervisor, Wardrobe Supervisor, Theater Technicians, and Guest Designers.

- Hires and schedules technical and running crew(s)
- Consistently communicates with technical staff to ensure clear, effective support of activities and of any client/employee concerns
- Coordinates the search for, the hiring of, and the oversight of the technical crew; builds and maintains a roster of vetted/pre-approved tech employees and independent contractors
- Ensures compliance with labor agreements, workplace safety regulations, and employment laws.
- Conduct performance evaluations and support professional development.
- Collaborate with Human Resource Manager on personnel matters and employee relations issues.

Production Planning and Financial Management

- Develops and manages production budgets in collaboration with relevant departments.
- Works with departments across the organization to ensure their production-related activities and expenses are accurately reflected in budget planning.
- Oversees and monitors production and technical expenses to ensure alignment with approved budgets.
- Collects, reviews, and initiates payment of invoices from production personnel, contractors, and vendors.
- Maintains accurate documentation and receipts for petty cash, organizational credit cards, and production-related purchases.
- Monitors expenses associated with the use, maintenance, repair, and replacement of repertory items and production equipment.
- Submits production payroll, expenditures, financial documentation, and budget reconciliations accurately and on schedule.
- Participate in capital planning and equipment replacement strategies
- Identify opportunities for cost savings and operational efficiencies

Touring and Off-Campus Engagements

- Serves as primary ODC contact with venue technical staff to facilitate preparation for the Company's engagements, for local, domestic and international touring.
- Obtains technical and facilities information, provides the presenter with technical rider, lighting plot, ground plan and section, schedules, special equipment requirements, and other documentation as required.
- Manages load-ins, technical rehearsals, performances, and load-outs for off-site engagements.
- Coordinates rehearsal space when the performance stage is unavailable
- Coordinate production staffing and logistics for touring

Production Archives, Equipment, and Inventory

- Maintains archive of production materials for Company repertory, including new works, past works and tours

- In coordination with Lighting, Supervisor maintains lighting design and stage plots for all Company productions.
- Manages storage, maintenance and inventory of Company, School and Theater production equipment, scenery, costumes, props, lighting, soft goods, video and sound equipment and wardrobe and carpentry shops

Additional Responsibilities

- Other duties as assigned

Qualifications

- Minimum 21 years of age and eligible to work in the US
- Based in proximity to the Bay Area to allow regular on-site work on the three-building ODC campus (with the primary address of 351 Shotwell Street, San Francisco, CA)
- Bachelor's degree in related field or equivalent work experience
- 5 – 7 Years of experience in theatrical production technical leadership roles, with experience working with Artistic Directors and supervising lighting and costume designers, sound engineers and related production personnel
- Demonstrated skills building and managing effective collaboration between artistic planning, producing, and production management within a presenting, contemporary performing arts organization
- Expertise developing and managing production budgets, production contracts, expenditures and complex production schedules
- Strong supervisory skills; prior experience supervising staff, production contractors and designers, and individual artists
- Excellent skills planning and supervising the creation and implementation of production elements for dance concerts and productions, including scenery, lighting, audio and projection
- Experience working with theatrical unions
- Experience working in 750+ person capacity theaters
- Experience touring dance or theatrical productions domestically and internationally, including logistics, tour advance, documentation and rider creation
- Strong project management skills and ability to manage multiple and changing priorities
- Experience managing performing arts and office facilities, including theaters and studio spaces.
- Excellent verbal and written communications skills; ability to develop relationships with artistic and technical professionals and inspire their trust and confidence
- Ability to work and interact well with individuals from various backgrounds in a culturally diverse, fast-paced, collaborative environment, in both supervisory and supervised roles.
- Organized, with excellent skills in prioritizing, scheduling and time-management, strong creative problem-solving abilities
- Proficiency with Google Suite and Microsoft Office Suite
- Knowledge of and experience working in Contemporary Dance field preferred

Physical Demands and Work Environment

- The specific schedule requirements of this role reflect unique needs of the production cycle and include travel to locations where the company is performing within San Francisco, within the U.S., and internationally.
- Many duties and responsibilities are seasonal according to tour and performance schedules.
- Work is performed in a performing arts facilities setting with some opportunity for remote working
- Must be able to lift 50 lbs, and manipulate lights and other production equipment

Compensation and Time Base

- This is an at-will, full-time, exempt position, this position is based on ODC's San Francisco, CA campus and offices with arrangements for some remote work.
- Salary of \$80,000 - \$83,500, DOE.
- The role earns and accrues ten (10) days per year of paid time off as well as sick leave. In addition, as a member of ODC's full-time staff, this role receives four (4) additional days as floating holidays. This role also receives these paid holidays each year: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous Peoples' Day, Veterans Day, Thanksgiving Day, and Christmas Day.
- As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), a retirement savings plan and a life insurance plan. Additional benefits include pre-tax commuter deductions, access to tuition-free dance classes at ODC, complimentary tickets to select ODC performances, and a dynamic work environment.

To Apply

To apply for this position, please email your current resume and a cover letter to: HR@odc.dance

Note, please reference "Director of Production" in the subject line.

No phone calls please.

Principals only. Recruiters; please don't contact this job poster.

Please do not contact job poster about other services or products.

At ODC we believe the vitality of life in the San Francisco Bay Area is contingent upon continued exposure to a variety of perspectives, beliefs, and wisdom. Our work at ODC is challenging and exciting. We attract people who are committed to dance and the arts and we are willing to work hard to engage our audiences and serve our communities. If you want to make a difference, challenge yourself and help us continue to innovate, we welcome your energy and talents. People of color and people with disabilities, of diverse sexual orientations, gender expressions and identities are welcome and encouraged to apply.