



## Great Northern Theatre Company Position Description

### PRODUCER

#### **Position Summary:**

The producer is ultimately responsible for ensuring that all aspects of the production are completed within budget, according to the designer's and director's wishes, and in time for the first public performance. He or she oversees the cost effectiveness and planning of the entire production process.

However, the single most important responsibility is the development of a highly motivated and collaborative production team.

#### **Essential Functions:**

1. Confirm schedule of use with the venue (Rocori HS and St. Boniface for Summer production, Restaurant or other venue for Fall and Winter.
2. Meet with the Director to go over budget, schedule and staff recommendations.
3. Hire all staff (except the Director) for the production, in collaboration with the director, using the list of applicants or recommended people.
4. At the first Production meeting, get a list of any conflicts or missed practices each individual will have. If last minute things come up the Producer should be notified.
5. Schedule at least 2 production meetings, not including the initial meeting with the Director, one in the first 4 weeks of practice and one in the second half.
6. Hand out contracts and job descriptions at the beginning of the season.
7. Hand out reimbursement sheets to everyone on the Production Team.
8. PLAYBILL
  - a. Keep in contact with the Playbill manager to make sure the playbill is ready to be checked 2 weeks before the opening of the show.
  - b. Playbill manager needs to have the Bio forms sent to members 4 weeks prior to show.
  - c. Give the Playbill manager the list of the Production Crew, Orchestra and anyone who needs to be thanked 4 weeks prior to the opening of the show.
  - d. Two weeks prior to performance, check the Playbill for corrections and inform them of any errors, additions, etc.
  - e. Establish what the deadline dates are for the current show and inform all of the Production Crew members.
9. In charge of receiving the scripts and music, verify materials received against the invoice and deliver scripts to the stage manager.

10. Collect the scripts from the stage manager and send back to company
11. Meet with Grant Writer to ensure they have everything they need.
12. Oversee all production crew, including Director
13. Collaborate with Production Manager for the design and ordering of t-shirts.
14. Acquire a photographer and videographer, (only if we have video permission from playwright).
15. Acquire ASL interpreters for one performance.
16. Attend at least one practice per week.
17. Send out reminders to the Production crew to fill out their reports two weeks prior to the first performance. Receive reports and put them in a folder to be shared with the President.
18. Attend performances to ensure that all production team members know their duties and are able to fulfill their roles.
19. Make certificates for cast and crew unless the Production manager would like to.
20. At the close of the show go over any budget revisions with board liaison.
21. Coordinate check dispersal once reports to the board are turned in.
22. Write a report and submit to the board liaison about what worked and what improvements could be made for the next production. This report is due within two weeks of the end of the show. Payment for the Producer's position will be disbursed after the report is received.

**Production Team Participants (may vary):** Choreographer, Costumer, Light Technician, House Manager, Orchestra director, Orchestra members, Pianist, Playbill Manager, Production Manager, Props, Publicist, Set Design & Construction, Sound and Light Coordinator, Sound Tech, Stage Manager, Vocal director, Child Coordinator

**Requirements:**

1. Experience and knowledge of theatre production.
2. Ability to manage paid and unpaid volunteers in a community theatre setting.
3. Ability to work with outside community resources.

**Reporting Relationship:** The producer reports directly to the Board Liaison and The Board of Directors.

**Stipend:** \$600