

**Position:** PRODUCER

**Job Description:** The Producer is the primary PLAYERS representative for many parts of the production, including sponsors, venue, suppliers and cast and crew. While the Production manager keeps a birds eye view on all aspects of Production, the Producer focuses on the bigger picture- ensuring larger company matters are being handled, being the liaison with the PLAYERS Board, and making sure revenue and expenditures match up and that the company and show are being messaged correctly.

**Tasks during the rehearsal process include:**

- Organising and attending auditions – sending out the notice and organising audition times
- Overseeing the sponsorship program working with the Board of Directors
- Managing all ticket sales and comps from box office opening through the run of show
- Working with the Production Manager on procurement (t-shirts, audio equipment, programs)
- Collecting all information for the program and work with the designer
- Manage deadlines with cast - costumes, programs, props
- Collecting information from all groups and helping to build the rehearsal/production schedule
- Attending Production Meetings and taking/issuing meeting minutes
- Working closely with the Production Manager on bigger issues – budget constraints, sponsorship management, ticketing
- Working with the venue to confirm rehearsal and show schedule and deal with any conflicts

**Tasks during Run of Show include:**

- Setting up the house each night
- Managing the ticketing process with the Front of House Manager and/or Production Manager including walk-ups and any conflicts
- Helping monitor actors' beer consumption
- Drinking beer (making sure you can keep yourself together until the end of the show of course!)
- Working with the house security team and the venue on any issues

**Time Commitment:** Significant – but for the most part can be done whenever works for you

**Rehearsal Process:** Other than attending weekly Production Meetings and occasional rehearsals, the Producer will do most of their work from home on their own schedule

**Personal Time:** 10-12 hours a week

**Run of Show:** Evenings and weekends for the better part of two weeks for Tech and Performances.

**Toughest Part:** Understanding and finding compromise between competing interests and needs amongst the production team members, cast and band. Often you can't make everyone happy.

**Best Part:** A real sense of accomplishment once the show opens and is well received!

**Recommended Skills or Experience:** Experience with PLAYERS on at least one other production (in any capacity), stage management, production management, or producing experience, experience working with budget and clients and/or sponsors.