



## SEEKING: DIRECTOR OF PRODUCTION AND FACILITIES

### **SKYLIGHT MUSIC THEATRE**

Founded in 1959, [Skylight Music Theatre](#) is Milwaukee's professional Equity music theatre company and the largest employer of Wisconsin actors in the state. We are Milwaukee's Home for Music Theatre--the only professional Milwaukee arts company devoted solely to music theatre. Skylight produces the full breadth of music theatre ranging from blockbuster Broadway musicals to reimagined operas, and from exciting world premieres to contemporary off-Broadway hits. Skylight's mainstage home is the [Cabot Theatre](#) in the Broadway Theatre Center, which was built by Skylight in Milwaukee's Historic Third Ward in 1992. Considered to be one of Milwaukee's most beautiful theatres, the Cabot Theatre is based on the design of an 18th-century French opera house. With just 350 seats it offers audiences great views of the performance and allows audiences to feel close to the action and emotion onstage. Skylight Music Theatre marks its 65th season in 2024-2025. Skylight Music Theatre is a proud Cornerstone Member of the United Performing Arts Fund.

### **POSITION DESCRIPTION**

The Director of Production and Facilities will work in collaboration with the artistic director and executive director to manage the entire production process, oversee designs, production staff, budget, calendar, and resources to achieve the artistic goals and technical/production standards of Skylight Music Theatre. They will also coordinate the operations of Skylight and the Broadway Theatre Center facilities.

#### **SUMMARY OF RESPONSIBILITIES:**

##### **PRODUCTION PLANNING:**

1. Evaluate the technical/production requirements of proposed repertoire and season schedules in collaboration with the Artistic Director.
2. Develop production department plans, priorities, and schedules accordingly.
3. Supervise the development of annual budgets for production-related expenses and income in consultation with artistic director to maintain overall balance of production expenditures.
4. Serve as primary liaison between designers, production staff and administration.
5. Provide creative teams with an understanding of budgetary parameters, available resources, production processes and Skylight facilities.
6. Coordinate the evaluation of preliminary and final designs with the artistic director and staff.
7. Ensure that technical information (ground plans, inventory, etc.) is provided to designers on a timely basis.
8. Oversee the development of material and labor budgets for each production.
9. Coordinate all design meetings ensuring a smooth flow of artistic and design information through the production department.

##### **PRODUCTION:**

1. Ensure that the realization of designs meets designer and director intentions, while considering the resources and personnel available.
2. Ensure that the staff is effectively used in developing technical solutions, negotiating design changes and executing designs.
3. Ensure labor and materials cost estimates align with budgetary parameters.
4. Coordinate production schedules, along with department heads and events manager.
5. Manage the production process with safety as paramount, from design, build, run and

strike.

6. Establish effective communication between artists and staff through meetings, and appropriate planning.
7. Schedule, manage, and notate production meetings throughout the season to ensure proper communication and timing on each of the production's fabrication processes.

#### **BUILDING AND FACILITIES:**

1. Build upon a rental program for the spaces in the Broadway Theatre Center that will ensure a significant source of ongoing revenue.
2. Build upon the opportunities for rental production elements include, including, but not limited to costumes, props and scenic elements.

#### **OTHER RESPONSIBILITIES:**

1. In conjunction with senior leadership, build the production side of the annual operating budget.
2. Supervise production departments.
3. Oversee production management of special events and presentations.
4. Establish and maintain positive relations with colleagues in local and national arts organizations.
5. Ensure appropriate support to other Skylight departments.

#### **REPORTING RELATIONSHIPS:**

The Director of Production and Facilities reports to the Artistic Director and works closely with the Executive Director and other members of the senior leadership team. She/he supervises all production and facility staff.

#### **QUALIFICATIONS:**

Candidates should have excellent people skills, successful background planning and producing multiple events, strong budgeting skills, a sense of humor, a generous spirit, an appreciation for the performing arts, a strong sense of collaboration, an excitement to help realize the ideas of others on the team, tremendous energy and drive.

Generally, the successful candidate should have:

- 5 to 7 years of technical director and/or director of production experience.
- A Bachelor's degree minimum is required.
- Superior strategic thinking and planning skills are required.
- Excellent organizational and communication skills are essential.
- A strong sense of positivity and an ability to rally a group of individuals around a single vision.
- Ability to prioritize and excel at many different tasks in a fast-paced environment is necessary.
- Ability to collaborate effectively and respect the ideas of others is essential.
- Strong knowledge of AutoCAD and Vector Works in addition Microsoft Office suite - especially Microsoft Excel.

Salary Range: \$65,000-\$75,000 depending on experience - with benefits.

Starting Date: ASAP

Interested individuals should submit via email a cover letter with resume and three references to:

Michael Unger  
Artistic Director, Skylight Music Theatre  
[michaelu@skylightmusictheatre.org](mailto:michaelu@skylightmusictheatre.org)

*Skylight is an Equity, SPT 8+ theatre and encourages people of all races, ages, ethnicities, abilities and gender identities to apply. Skylight is committed to a policy of equal employment opportunities; to being a positive model of diversity and to the elimination of discrimination in theatre.*