



Director of Production

Recruitment Listing

Position: Director of Production

Organization: NextStop Theatre Company

Location: 269 Sunset Park Drive, Herndon, Virginia 20170

Employment Type: Full-Time

Compensation: Annual

Compensation Amount: \$40,000+

Application Deadline: Open until filled

NextStop Theatre Company, a growing non-profit in Herndon, Virginia, seeks a qualified, motivated, and experienced professional to serve as the company's first dedicated Director of Production. The Director of Production is responsible for coordinating and overseeing the production process for all shows and major performance events at NextStop Theatre on time and within budget. The Director of Production will develop and facilitate clear and effective communications while coordinating all production efforts across the production and NextStop staff. This position reports directly to the Producing Artistic Director.

Primary Responsibilities Include:

- Assist the Producing Artistic Director with both the creative and strategic planning of NextStop's annual production schedule.
- Develop production execution timelines and calendar; set and monitor deadlines; lead and document production meetings and communications; identify, manage and resolve conflicts or complaints.
- Oversee, distribute, and track production area budgets.
- Generate, distribute, and ensure execution of contracts.
- Identify and hire production staff and support team;
- Identify and solve for over-hire gaps.
- Ensure the safety and well-being of all production staff, NextStop staff and patrons involved in the production.
- Manage scheduling of NextStop facilities.

Required Qualifications:

- Minimum of 3 years leadership and/or significant experience in live theatre production execution, preferably with supervisory responsibilities.
- Strong oral and written communication skills.
- Strong relationship management skills.
- Ability to balance and manage multiple shifting projects and priorities to support the organization's productions.

Preferred Qualifications:

- A broad background and comprehension of all areas of theatrical production, including scenic design and construction, electrics, sound, properties, costuming, and projections.
- An appreciation and commitment to the collaborative artistic process.
- The ability to simultaneously push the boundaries of artistic and logistical potential, while effectively and realistically managing project scope and human resource capacity.
- Proficiency with Microsoft Office and Google Suites.
- High level of competency in Vectorworks and/or other theatrical design software.
- A commitment to equity, diversity, and inclusion, and the ability to center them in all work.

Working Conditions:

Full-time position working at theater locations and remotely. Work hours are in alignment with production activities. Evening and weekend hours are required.

Compensation starting at \$40,000, based on experience and skills. Employees are paid monthly.

Applicants should submit a cover letter and resume via email to recruiting@nextstoptheatre.org. The position will be posted until filled.

About NextStop Theatre Company:

NextStop Theatre Company, located in Herndon, Virginia, is one of the Washington DC Metropolitan Area's fastest-growing professional theatre companies and the only regional theatre dedicated to serving Northern Virginia's Dulles Corridor. Building on a 25-year history as a community theatre, NextStop began producing professionally in 2013. Over the past eight years, NextStop has produced over sixty productions, built a vibrant arts education program, served tens of thousands of local patrons and students, and more than quadrupled in size. Over the next five years, NextStop expects to once again double in size and scope.

NextStop Theatre is deeply committed to the never-finished work of making our organization one that is fully rooted in equity, diversity, access, and inclusion. Black, indigenous, and people of color are strongly encouraged to apply. Furthermore, we encourage all candidates who feel that they could be successful in the position, regardless of whether they meet the exact experience and requirements listed, to apply. We welcome the opportunity to have a discussion with you about how you envision bringing value to our organization through this position.