Telluride Repertory Theatre (TT) is seeking a positive, ethical, collaboration focused Producing Director responsible for co-leading TT while providing financial management, and assisting the Artistic Director in executing a variety of theatre driven functions, productions, education, while ensuring the efficient and effective day-to-day operations of TT. The Producing Director will promote the mission of Telluride Theatre:

“Telluride Theatre is committed to advancing the performing arts in our region through innovative productions, education programs, and community involvement.”

The Producing Director will be responsible for managing the financial stability of TT including budget creation, adherence for the general operations of TT, and individual production or function budgets, maintaining all pertinent financial documentation, TT accounts, hiring and managing all paid employees and contractors of TT with the exception of the Artistic Director. Will work in collaboration with the Artistic Director of TT to ensure that all productions and artistic work is executed on time, on budget, and with the highest level of professionalism.

The position will report directly to the Board of Directors and will be compensated at an annual rate of $63,000-$65,000. As a full-time position, the Producing Director will be eligible for $2,500 in health plan premium reimbursement with eligible health insurance, this annual
reimbursement is included in the total annual compensation.

**Supervision Received:** Receives direct supervision from the Board of Directors, including an annual review. All full-time employees are subject to an annual review and annual bonuses based on goals and objectives are rewarded by the board, but are not guaranteed to any employee.

**JOB DESCRIPTION**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Telluride Reparatory Theatre retains the right to modify or change the duties or essential functions of the job at any time.

**Tasks, Duties and Responsibilities Include, but are not limited to, the following:**

- Oversight of “big picture” artistic and fiscal development of TT.
- Work with Artistic Director on all artistic elements of organization to implement production and project choices.
- Create plans and budgets with the Artistic Director and Board representatives for all productions as well as a comprehensive annual budget.
- Work with Board of Directors and Artistic Director on general development, fundraising, cultivation of sponsorship, and educational programming.
- Hiring, coordination, and management of all production elements including but not limited to all contracts, design teams, technical teams, marketing, ticketing, concessions, and vendors.
- Financial oversight and accountability with designated board involvement to create a system of checks and balances, collaborative creation of budgets with Artistic Director and the Board.
- Grant research and writing.
- Management and growth of membership, business sponsorships, and donor cultivation along with Artistic Director input.
- Board communication and reporting monthly pursuant to TT policies.
- Performs other duties as assigned.

**DESIRED KNOWLEDGE, SKILLS & ABILITIES**

**Desired Knowledge:** Must have a broad knowledge of theatrical production and experience creating theater. It is preferred that the applicant have experience working for a non-profit and have an understanding of operating a non-profit.
Language Skills: Must have the ability to communicate effectively both verbally and in writing and the skill to organize materials and present information clearly and concisely in verbal and written form. Must have proficient knowledge of proper grammar, punctuation and spelling in all oral and written communication and have the ability to write routine reports and correspondence.

Interpersonal Skills: Must have the ability to establish and maintain cooperative working relationships with fellow employees, performers, ensemble members, donors and members of the community. Must have the ability to be an effective team leader and maintain sensitive and confidential information. Must be comfortable creating and nurturing relationships with donors and other organizations.

Financial Skills: Must have a basic understanding of bookkeeping and how to properly read financial reports including but not limited to bank statements, account reconciliations, balance sheets, profit and loss statements, and budget vs. actuals. Must be able to create and understand budgets as they are used for general operating expenses and as they are needed for individual productions.

Office Technology/Computer Skills: Must be able to effectively use modern office technology and equipment. Must have fundamental experience and knowledge of word processing, database manipulation, spreadsheets, email and the knowledge to save and retrieve documents from a variety of destinations and sources. Must be able to learn the software and programs related this position and utilized by TT.

REQUIRED EDUCATION & EXPERIENCE

• A high-school diploma, GED, or equivalent is required. An Associate’s or Bachelor’s or higher degree in a related field is preferred.
• A minimum of five (5) years’ experience working in a professional theatrical or artistic environment is strongly preferred.
• Experience working within the nonprofit sector is strongly preferred.
• Applicants with an equivalent combination of education and experience will also be considered.

REQUIRED LICENSES & CERTIFICATIONS

• Must possess and maintain a valid Colorado Driver’s License.
• Must be able to satisfactorily pass a comprehensive, pre-employment criminal background check
• Must submit to a credit check.