

# Producer Job Description

*Dundas Little Theatre*

## Overview

We are seeking a dynamic and highly organized individual to take on the role of Producer for our upcoming community theatre production. As the Producer, you will be responsible for overseeing all aspects of the production, from initial planning stages to the final performance. This is a pivotal role that requires strong leadership, excellent communication skills, and a passion for the arts.

## Key Responsibilities

- **Project Management:** Coordinate and manage all aspects of the production process, including budgeting, scheduling, and resource allocation.
- **Team Leadership:** Recruit, assemble, and lead a team of volunteers, including directors, designers, technicians, and performers, to ensure the successful execution of the production.
- **Budgeting and Financial Management:** Develop and manage the production budget, and assist with fundraising efforts, sponsorship acquisition, and cost control measures.
- **Venue Coordination:** Coordinate logistics for rehearsals, performances, and technical rehearsals.
- **Marketing and Promotion:** Assist the Publicity Coordinator in developing and implementing marketing strategies to promote the production within the community, including advertising, social media campaigns, and press releases.
- **Collaboration:** Work closely with the artistic team to ensure artistic vision and production goals are aligned, providing support and guidance as needed.
- **Administrative Duties:** Handle administrative tasks related to the production, such as contracts and paperwork.
- **Problem-solving:** Identify potential challenges and develop contingency plans to address any issues that may arise during the production process.

## Qualifications

- Previous experience in theatre production, preferably in a leadership role.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively under pressure and meet tight deadlines.
- Knowledge of budgeting and financial management principles.
- Familiarity with marketing and promotion strategies.
- Passion for the arts and commitment to supporting community theatre.

## Additional Information

This is a part-time, volunteer position with flexible hours, primarily evenings and weekends, leading up to the production's performance dates. The successful candidate will have the opportunity to play a key role in bringing our community together through the transformative power of theatre.