



## Quantum Theatre

212 45th Street  
Pittsburgh, PA, 15201

*Karla Boos, Artistic Director*

*Julie DeSeyn, Executive Director*

Quantum Theatre

### **Director of Production**

**Immediate Supervisor:** Artistic Director

**Classification:** Exempt

**Salary:** \$65,000-\$70,000

Quantum Theatre offers a generous and competitive benefits package including:

- Medical, dental and vision benefit coverage and life insurance
- 10 paid holidays additional to 10 paid vacation days
- 403 B (with up to 3% employer match)
- Professional development opportunities

Quantum Theatre is a professional theatre company that produces experimental productions in non-traditional performance spaces around the Pittsburgh area. Founded in 1990 by Karla Boos, current Artistic Director in a culminating phase of her career, the company incorporates influences from world culture and the international theatre scene. The theatre enjoys a strong local reputation and strives to be a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits and meaningful opportunities for professional development.

As a senior leader of the company, the Director of Production will work closely with the Founding Artistic Director and Executive Director, and supervise the Technical Director, Technical Specialist and Patron Relations Manager (a new position which will offer direct support to this role and the Executive Director) to manage all technical and producing aspects of Quantum's non-traditional, environmental theatre productions. The successful candidate will be highly motivated, not afraid to jump in and figure things out, a skilled and personable communicator, and a collaborative team player. The position requires excellent problem solving skills, as well as a broad range of technical theatre and theatrical producing knowledge. The Director of Production is a crucial leader for the production process, seamlessly connecting Artistic and Administrative team members to ensure that the company's complicated projects are successfully realized. Responsibilities include coordination of the artists and crews who populate production teams, management and control of production budgets, logistical coordination with host venues and other vendor partners, and ensuring all productions follow union and other safety requirements. Opportunities to learn, grow breadth of responsibilities, and explore innovative concepts will be encouraged and supported.

In summary, the Director of Production is responsible for bringing the visions of our directors and designers to life and ensuring our venues safely and comfortably accommodate audiences.

### **Principal Responsibilities**

#### **Board of Directors**

Erica Snyder, *President*

Robert Cunningham | Josiah Gilliam | Scott M. Hare | Stephany Hartstirn | Anna Hollis | Carole King | Patrice Matamoros  
Kenneth McCrory | Katie O'Malley | Shelly R. Pagac | Beatriz de A. Rocha MD, PhD | Luke Sizemore | Susan Smerd | Susan Speicher  
Breanna Tyson | Larry Walsh | Wade Wilson

**[www.QuantumTheatre.com](http://www.QuantumTheatre.com)**

- Manage all logistics related to planning, building, and running Quantum's non-traditional environmental theatrical productions. Quantum performs three shows per season.
- Serve as the primary interface with the Actors Equity Association to ensure all rules and regulations are adhered to.
- Work closely with the Artistic Director to assist with identifying production locations, artists and crew, including managing the implementation of casting efforts for each show with the assistance of the Patron Relations Manager.
- Understand the current AEA Rulebook and OSHA regulations for theatre generally and for the specific contracts that Quantum operates under for their productions. Lead the contracting processes as relates to the Actors Equity Association.
- Develop and manage production budgets and reporting in conjunction with the company's Chief Financial Officer.
- Pursue cost-effective sourcing and procurement of materials, tools, and equipment.
- Supervise and work in close partnership with the Technical Director to ensure successful build and technical installations.
- Supervise and work in close partnership with the Technical Specialist to ensure successful technical installation and operation.
- Identify and implement culturally informed, respectful, and innovative work-place practices.
- Provide logistical and production management support for annual Q Ball Gala and other special events as determined with the Executive Director.
- Create and implement a robust internship program with the support of the Technical Director.
- Work closely with the Artistic Director and Executive Director to maintain a highly collaborative, positive, respectful and productive team environment.

### **Qualifications:**

- Strong familiarity with theatrical production and all aspects of technology as applied to live theatre, including but not limited to carpentry, lighting, sound, and video technology.
- Strong knowledge of AEA, SDC, USA, and other union requirements as applicable to current projects.
- Management and coordination skills with proven ability to prioritize and work effectively under pressure to meet tight deadlines.
- Comfort operating in fast-paced environments; exceptional problem-solving skills and positive, solutions-oriented approach.
- Resourcefulness — ability to think creatively, be flexible, and find solutions in an environment where much must be accomplished with limited resources.
- Attention to detail.
- Ability to work independently and maintain a positive work atmosphere.
- Proficiency with Excel, Word, GSuite, Dropbox, and willingness to adopt other technological solutions that aid in fostering a collaborative environment.
- Willingness to engage with a flexible work schedule, which varies and includes weekend and evening hours, particularly during productions.
- A driver's license and a dependable vehicle.

### **Experience**

- 5+ years experience in production management, technical direction, or related field.

**Please submit cover letter and resume to:** Julie DeSeyn [applications@quantumtheatre.com](mailto:applications@quantumtheatre.com).  
Applications submitted without cover letters will not be considered.

**Quantum Theatre is an Equal Opportunity Employer with a strong  
commitment to promoting justice, equity and inclusion.**