



Oregon Shakespeare Festival

Director of Production

Organization

Oregon Shakespeare Festival (OSF) is one of the oldest and largest professional nonprofit theatres in the nation whose programming reaches national and international audiences. Founded in 1935 and located in Ashland, its purpose is to create world-class theatre, revealing our collective humanity through illuminating interpretations of new and classic plays, and inspiring a love of our art form for current and future generations.

OSF has grown from a three-day festival of two plays to an internationally renowned theater company that presents a diverse selection of up to ten plays and musicals each season between the months of March and October, including works by Shakespeare, as well as other classic and contemporary playwrights. In 1983, OSF received the Special Tony Award for Outstanding Regional Theatre, and its productions have been presented on Broadway, internationally, and at regional, community, and high school theatres. Over its 89-year history, OSF has historically had an accomplished resident company of artists performing plays in rotating repertory.

OSF's three main theatre spaces provide a dynamic platform for showcasing a diverse and broad range of theatrical productions. The Allen Elizabethan Theatre accommodates 1,190 patrons and is a fully outdoor theatre with orchestra and balcony seating. The more intimate Angus Bowmer Theatre accommodates 600 audience members and is a traditional, indoor theatre space. The Thomas Theatre is a smaller and extremely versatile stage, with seating capacities ranging from 270 to 360 depending on the configuration, where OSF presents new works and explores familiar plays in ways designed to challenge, excite, and illuminate audiences. OSF also hosts free outdoor concerts and other eclectic evening performances in the summer months at its Green Show on its informal Courtyard Stage. OSF also owns and leases an additional array of properties in addition to the theatres and production building. OSF's 70,000-square-foot state-of-the-art production facility is located nearby in Talent, OR, and houses costume rentals/storage, props, scenery, and automation.

The upcoming 2024 season at OSF presents a powerful, diverse range of large and small-scale shows. Among these are iconic works from Shakespeare's canon including a thrilling new production of *Macbeth* directed by former OSF Associate Artistic Director Evren Odcikin, *Much Ado About Nothing* directed by longtime OSF favorite Miriam Laube, as well as stories inspired by Shakespeare's works such as *Born with Teeth*, a dark comedy which tells of an imagined encounter between Shakespeare and Christopher Marlowe. Newly appointed Associate Artistic Director Rosa Joshi will be directing a new translation of Shakespeare's *Coriolanus* featuring a cast of female and non-binary performers. Also included in the upcoming season are a series of one-person shows featuring cherished OSF alumni and an award-winning new musical, *Lizard Boy*.

Additionally, OSF offers extensive educational opportunities for students, teachers, and theatergoers of all ages during the performance season. Designed to foster a deep appreciation of theater, these offerings include student matinees, post-show talkbacks, workshops, lectures, and community engagement activities. The 2024 season will also usher in the return of OSF's School Visit Program, which introduces students to live theatre and Shakespeare's plays in performance by bringing teaching artists into schools.

OSF is deeply committed to inclusion, diversity, equity, and accessibility (IDEA) work and initiated programs and training sessions to promote awareness and identify issues of concern more than 20 years ago. OSF's FAIR (Fellowships, Apprenticeships, Internships, and Residencies) Program was launched by then Associate Artistic Director Tim Bond more than two decades ago as a means of enlarging and diversifying the pool of candidates for leadership roles in theater. After the national social justice movement and the publication of the *We See You White American Theatre* manifesto in 2020, OSF deepened and expanded its IDEA work by addressing institutional disparities, structural inequities, and equitable systems change. Appointing a Director of IDEA continued efforts to advance OSF's invested time, resources, and effort into organizational change with the goal of making OSF a more inviting, safe, and equitable space.

OSF has a 21-member board of directors led by Co-Chairs Diane Yu and Rudd Johnson. Tim Bond became the seventh Artistic Director of OSF in September 2023, having previously served as Associate Artistic Director from 1996 to 2007, and Tyler Hokama currently serves as the Interim Executive Director. There are approximately 184 full-time and 147 part-time employees, 29 full-time seasonal workers, and an extensive network of dedicated volunteers at OSF. Its artists operate under OSF's own collective bargaining agreements with Artists Equity Association, International Alliance of Theatrical Stage Employees, and Stage and Choreographers Society.

OSF is a destination theater where eighty percent of its audience members travel more than 125 miles to attend performances. Prior to the pandemic, OSF's annual estimated economic impact on the State of Oregon was over \$120 million.

For the fiscal year ending October 31, 2024, OSF has an operating budget of \$35 million with a third of revenues from earned income and the remainder supported by contributed income and interest from its approximate \$28 million endowment. It is anticipated that the fiscal year 2024 will result in a 33% increase in ticket sales with a return to a 10-production season, its largest increase since the pandemic closures shuttered theatre venues across the nation.

Community

Ashland is nestled in the picturesque Rogue Valley between the Siskiyou and Cascade Mountain ranges. With a population of approximately 22,000 residents, Ashland offers a perfect blend of small-town charm with cosmopolitan amenities. A leading travel destination for cultural, culinary, and outdoor adventures, it is celebrated for its rich artistic heritage, beautiful landscapes, and welcoming community. Ashland's strong community pride, investment in, and loyalty to OSF have created many opportunities for a dynamic, mutually interdependent, and beneficial relationship between OSF and the community it serves.

Ashland has a thriving downtown, and the town and its surrounding areas include dozens of restaurants, many award-winning wineries, a popular brewery, and an array of eclectic shops. In addition to OSF, several other institutions contribute to a vibrant arts scene in the Rogue Valley, including the Schneider Museum of Art, First Friday art gallery walks, the Britt Music Festival, the Rogue Valley Symphony, and numerous small professional and community theatres. Numerous artisan cheeses, bakeries, and chocolate shops, as well as abundant local produce and flowers at numerous growers' markets, thrive in the Rogue Valley. With over 300 annual days of sunshine, the area is beloved for its beautiful scenery that can be explored on foot or bicycle. Camping, fishing, and winter sports are also favorite pursuits for both locals and visitors, as well as drives to Crater Lake and the Oregon coast.

Ashland is consistently ranked highly as one of the best places in the country to live with no traffic congestion and low crime levels. Residents take pride in the town's community events, progressive values, and welcoming spirit. The Rogue Valley is home to nationally recognized medical facilities, strong schools, and higher education at both the community college and university levels, including the well-respected Southern Oregon University. The nearby Medford Airport and interstate highway system provide convenient access from the region to several major population centers.

Sources: edited from osfashland.org; census.gov; travellashland.com; bestplaces.net/rankings/city/Oregon/Ashland

Position Summary

The Director of Production will oversee the management of the creative teams, OSF Production staff, the design process, and build the implementation, run, and transfer of OSF projects. Reporting to the Artistic Director, this position will provide overall supervision to the Production department and associated stakeholders, including creative team members, scenery, stage operations, props, costumes, wardrobe and hair, lighting, video, and sound. The Director of Production will provide top-level management of all physical aspects of assigned live and digital projects, monitor design process checkpoints, and take action, as appropriate, to facilitate timely design deliverables and facilitate communication between the creative team and OSF stakeholders ensuring that everyone is working together towards the same goals.

The Director of Production ideally will lead from a background of producing multiple plays at multiple venues in repertory, or similar large-scale production experience, to lead OSF to its pre-pandemic season of 9-10 fully produced shows in rotating rep in 2025. As a senior member of the OSF Leadership Team, the Director of

Production will contribute to planning the future direction of the organization, carrying out the organizational goals/vision/values, and representing OSF when needed. They will ensure staff and managers uphold OSF's mission and values, follow OSF processes, policies, and practices, and adhere to OSF safety procedures. They will be someone who can instill accountability, and efficiency, and inspire confidence in the OSF shops. All employees are expected to center, model, and champion the Purpose and Values of OSF by showing commitment to work toward inclusion, diversity, equity, and accessibility, creating a space of belonging for all audiences and employees.

Roles and Responsibilities

Administration and General Operations

- Determine standards, policies, and expectations for Production Department success ensuring OSF's live repertory season is safely delivered on time, within budget and rep parameters, and with artistic excellence.
- Serve as a leader in OSF season planning and repertory scheduling at the direction of the Artistic Director, partnering with the Director of Repertory Producing, Director of Marketing, and Head of Stage Management in constructing a seasonal repertory calendar.
- Ensure consistent administration of the Production SharePoint and Microsoft Teams, and all applicable systems and collaborate with IT and Season Central Team to create the best technical solutions organizational-wide.
- Develop an understanding of the interconnectivity of software solutions for OSF, collaboratively managing OSF-developed programs (Season Central/cygNET issues), data entry, and activities with other stakeholders.
- Collaborate as a key member of the OSF Smoke team for policy and daily decision-making with regard to working in smokey conditions.
- Advocate for and manage capital projects within the Production area as well as advise on maintenance, upgrades, large construction multi-year facility renovation projects, capital expenditure planning, and replacement of aging systems and equipment with an emphasis on safety.
- Embrace and support additional administrative and general operation responsibilities as needed.

Production Management and Leadership Supervision

- Support all OSF production activities, as a member of the Leadership and Production Management Teams, including providing assistance on shows, performing administrative duties for the Production Department such as annual budgeting, administering cloud storage solutions, orientation materials, notes, and running staff meetings.
- Provide overall supervision to all Production Departments and stakeholders: creative team members, scenery, stage-ops, props, costumes, wardrobe and hair, lighting, video, and sound by ensuring staff and managers uphold OSF's mission and values, follow OSF processes, policies, and practices, and adhere to OSF safety procedures.
- Create standards and policies for recruitment, hiring, performance reviews, progressive discipline, mentoring, and the on-boarding and off-boarding processes of staff, creative team members, FAIR participants, and volunteers.
- Model and support the Purpose and Values of OSF by showing commitment to work toward inclusion, diversity, equity, and accessibility, creating a space of belonging for all audiences and employees.
- Respond to emergencies on a 24/7 basis, as required.
- Embrace and support production management and leadership supervision responsibilities as needed.

Team Collaboration and Company Communication

- Provide top-level management of all physical aspects of assigned live and digital projects, monitor design process checkpoints, and take action as appropriate to facilitate timely design deliverables while facilitating communication between the creative team and OSF stakeholders to ensure that everyone is working together towards the same goals.
- Ensure all productions and their designs adhere to safety protocols. Ensures local authorities are communicated with and all regulatory requirements are met for fire, special effects, etc.
- Serve on the OSF Leadership Team and contribute to planning the future direction of the organization, carrying out the organizational goals/vision/values, and representing OSF at Company Calls, pre-and post-show speeches to audiences and others, as needed.

- Determine production milestone due dates to keep season planning on track, providing leadership throughout the season's life cycle; and making key decisions when consensus cannot be reached.
- Lead production process for remounts, transfers, and co-productions.
- Embrace and support additional team collaboration and company communication responsibilities as needed.

Professional Collaborations and Community Relations

- Collaborate with the negotiating team which includes: Director of People and Culture, Manager of Contracting and Procurement, and Finance, in IATSE collective bargaining processes for Production and in all areas where present.
- Act as a formal Employer representative to IATSE Local 154 and lead the Grievance and Arbitration process with an additional understanding of AEA needs and requirements.
- Partner with the production management, contracting, and artistic teams in creative team selection, and booking.
- Serve as a key leader in organizing the response to emergencies as necessitated by events such as pandemics, power outages, wildfire smoke, floods, and/or lightning. First Responder Team (Show Stop)
- Support special events that occur on-stage and involve OSF production staff such as community productions, events, readings, memorials, etc.
- Represent OSF at organizational functions and conferences, interfacing with the OSF Board, donors, and patrons when required.
- Embrace and support professional collaborations and community relations responsibilities as needed.

Traits and Characteristics

The Director of Production will have the capacity to coordinate multiple projects, overlapping show schedules, and conflicting priorities while establishing a culture of open communication and collaboration. They will be a people person, with the ability to ensure all internal and external stakeholders are heard and able to make people care about the greater whole. This person should be able to guide complex organizational dynamics and support the company's growth maintaining the integrity of the productions while understanding the intricate infrastructure of OSF and able to navigate various departments, including, people & culture, IT, finance, facilities, and production while prioritizing safety and people and culture needs.

Leading with humility and a sense of humor, coupled with experience supervising, mentoring, and managing production teams, the Director of Production will be a compassionate and approachable leader with the ability to identify and oversee resources, tasks, systems, and to foster trust among the team and provide support in conflict resolution and management training as needed. Emotional intelligence, moral centeredness, work-life balance, and advocacy are crucial qualities. Dynamic, strategic, and inspiring, the Director of Production will be highly motivated, appropriately transparent, a great communicator, and a good listener, constantly growing, and accountable with a "can do" attitude, tempered by pragmatic data gathering and realistic budgeting of time and resources.

Other key competencies include:

- **Conceptual Thinking:** The capacity to analyze hypothetical situations, patterns, and/or abstract concepts to formulate connections and new insights.
- **Problem Solving and Personal Accountability:** The ability to define, analyze, and diagnose key components of a problem to formulate a solution while also being answerable for personal actions.
- **Time and Priority Management:** The dexterity to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames and establishing courses of action to ensure that work is completed effectively.
- **Self-Starting and Leadership:** The capability to demonstrate initiative and willingness to begin working, organizing, and influencing people to believe in a vision while creating a sense of purpose and direction.

Qualifications

At least 7-10 years of professional production management expertise as a technical leader, or comparable experience, is needed in supervising production employees. A minimum of three years of managing unionized staff and key union relationships is critical. Knowledge of AEA and IATSE collective bargaining agreements and the aptitude to craft and oversee budgets is required. Superior written and verbal communication skills (English

primarily) are required with additional strong math and budgeting skills is important. Highly developed organizational skills and the ability to keep multiple projects moving forward simultaneously are needed. The ability to work independently and maintain a positive work atmosphere with a variety of staff with diverse backgrounds is required. Repertory or touring experience is a bonus.

A deep understanding of the theater-making process, superior skills using Microsoft Office Suite (Outlook, Word, Excel), and advanced skills in using and creating spreadsheets and Internet collaboration tools are needed. The capacity to read a script and assess requirements regarding staffing, perform budgeting, and design and interpret scaled drawings and drawing packages with a thorough knowledge of theatrical safety is required. The capability to analyze and understand issues pertaining to inclusion, diversity, equity, and access.

The ability to perform administrative work using a computer for extended periods, which could be up to 12 hours a day, and to access the theaters and monitor production activities, is expected. The work schedule varies and includes frequent evening and weekend hours, as well as several weeks during the summer in which more than 40 hours are needed.

Compensation and Benefits

A competitive and equitable compensation package in the range of \$140,000 to \$160,000 with benefits that include paid time off and holidays; health insurance (medical, dental, vision); long-term disability and life insurance; and an employer-contributed 403(b) retirement plan.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

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Oregon Shakespeare Festival is committed to work toward inclusion, diversity, equity, and accessibility, creating a space of belonging for all audiences and employees through concrete actions and systemic improvements.