



Theatre Production Specialist

Northbrook Park District

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Closing Date:
Salary: \$62,000.00 - \$68,000.00 Salary

Description:

JOB STATUS: Full Time **DIVISION:** Recreation **FSLA STATUS:** Exempt
JOB LOCATION: Leisure Center - Northbrook, IL

Compensation & Hours:

\$62,000.00 - \$68,000.00 Per Year
This is a full-time, exempt position

Benefits

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Join our amazing team as a Theatre Production Specialist. This position is responsible for providing oversight of all aspects of technical theatre for programs, events, and rental groups utilizing the Northbrook Theatre and other District facilities. Responsibilities include coordinating between artistic and technical departments as theatre production manager, planning, directing, evaluating, hiring, training and supervising technical theatre staff. Hours will fluctuate based on programs, rentals and special events; evening, weekend, and some holiday work applies.

Essential Job Duties

- Oversee the day-to-day technical operations of the Northbrook Theatre and ensure all technical aspects of production work smoothly and safely.
- Supervise the design of scenery, lighting, costumes, media and sound for theatrical productions, recitals, performances, and assigned District special events.
- Serve as scenic designer for productions, designing a select number of yearly productions determined with the Visual and Performing Arts Manager.
- Collaborate with the Visual and Performing Arts Manager and Performing Arts Supervisor to create production schedules for productions and events.
- Serve as the Production Manager; schedule production meetings with the design team(s) and director(s); attend productions.
- Manage program and/or event contracts/agreements based on need with program oversight; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure contract terms are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs.
- Manage the scene and costume shop staff.
- Supervise the construction of technical elements in all theatrical productions.
- Create and manage employee schedules for the costume and scene shop staff, board operator, and run crew to ensure production deadlines are met.
- Purchase scenery, lighting and sound equipment; ensure purchases are cost-effective and meet the needs of the production; order supplies for areas of oversight; manage and track supply inventory.
- Supervise and facilitate the use of the theatre space with the assistance of the Recreation Facility Supervisor for District programs, meetings, events and rental groups; ensure the stage is prepared for use and assist groups with technical needs.
- Recruit, hire, train, supervise and evaluate part-time and seasonal staff; compile and review all necessary paperwork for staff and volunteers; monitor and approve staff work hours and overtime expenditures; continuously develop staff by providing feedback.
- Prepare the budget for areas of responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and revenue. Assist with the production of Northbrook On Ice by providing technical assistance, direction, and staff in coordination with the Northbrook Sports Center.
- Provide technical and production-related assistance at District facilities as needed.
- Create and administer operational/procedural-based training for staff and volunteers.
- Develop procedures for equipment and/or facility operation as needed.
- Research and recommend equipment to assist the Visual and Performing Arts Manager with capital improvement project bids for technical elements at the District.
- Initiate and ensure regular facility safety equipment inspections and related repairs, including but not limited to rigging and fire curtains, as well as all other theatre-specific inspections within areas of responsibility, are scheduled, conducted, completed and tracked in coordination with the Parks Department.
- Prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Assist and/or attend District special events as required.
- Enforce and communicate safety rules and procedures; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries, incidents, or unsafe conditions to the supervisor; address unsafe conditions as appropriate; complete or review the incident/accident report form as needed.
- Remain current with trends and innovations for areas of responsibility.

- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Qualifications

Bachelor of Fine Arts degree with major coursework in technical theatre, scene design or lighting design, supplemented by three (3) years of professional experience. OSHA 30 and ETCP Theatrical Rigging certifications are preferred before hire or within the first year of employment. Master of Fine Arts preferred.

Skills & Abilities

- Strong written and verbal communication
- Collaboration and adaptability
- Knowledge of general and specialty theatrical construction techniques, including but not limited to stage carpentry, welding, interpreting and developing technical drawings, and rigging.
- Ability to safely operate theatrical stage equipment (power tools, ladders, lifts, rigging and related machinery).
- Proficient in Vectorworks, AutoCAD and/or related drafting and production software
- Working knowledge of Photoshop or other image editing software
- Proficient with Microsoft Office (Outlook, Word, Excel)
- Customer service practices
- Must have experience and/or interest in working with children
- CPR/AED certification or ability to obtain within 6 months of hire

Knowledge

- Theatre Production Management
- Budget management
- Scenery, lighting, sound, and theatrical rigging for professional theatre productions
- Scenic design conceptualization, drafting, drawing, painting, building and execution
- Sound systems and lighting board operations and programming
- Media servers and projector operation
- Wireless microphone system operation
- Software applications, such as for budget management and time and attendance management

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

- Required to kneel, crouch, sit, stand, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required, including close vision and the ability to adjust focus.
- May occasionally lift and/or move up to 50 pounds. Use material handling equipment or staff assistance when lifting or moving objects 50 pounds or greater.

To apply, please complete a job application at: <https://nbparks.co/theatreproductionspecialist>

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer