



Director of Production

Department: Mission Delivery - Production

Reports To: VP Artistic Programs and Partnerships

Employment Type: Full-Time, Exempt

Location: on site New Bedford, MA, some remote work possible

Salary Range: \$70,000-\$85,000

Posting Date: 10/10/2025

About The Zeiterion

The Zeiterion (The Z) is a nonprofit organization with a mission to steward our historic theater as a gathering place for performing arts experiences where learning, connection, and creative expression thrive. Our work is guided by five core values: **Imagination, Connection, Equity, Transparency, and Discovery**. These values inform how we deliver on our mission and how we work together every day.

We are committed to cultivating a workplace where all individuals feel respected, valued, and are encouraged to contribute. As a team member, you'll be part of a culture that supports creativity, collaboration, continuous learning, and inclusion. Learn more here: <https://www.zeiterion.org>

Position Summary

The **Director of Production** ensures the seamless technical and operational execution of all performances and events efficiently, on time, and within budget while maintaining high quality. This role oversees all aspects of production, stage operations, and technical services for presented shows, rentals, and in-house events. The Director of Production is both a strategic leader and hands-on problem-solver — ensuring that artists' needs are met, technical standards are upheld, and safety, security, and hospitality are prioritized at every step.

The ideal candidate is a collaborative leader who thrives in a dynamic environment, values teamwork, and brings both technical expertise and a passion for the performing arts. This role plays a key part in advancing our mission and contributes to a supportive, inclusive, and imaginative work environment.

Key Responsibilities

- Oversee production operations, including stage management, lighting, sound, video, rigging, and stage crew for presented shows, resident company performances, & rentals.
- Lead a production team with a focus on inclusion, shared leadership, and growth.
- Own the development and management of production budgets, schedules, and staffing plans; track expenses to meet goals and to ensure fiscal responsibility.
- Ensure clear and consistent communication is achieved with touring companies, artists, and resident companies regarding technical riders and production requirements.
- Oversee the hiring, training and supervision of a small full-time team (e.g. Production Manager) and a pool of part-time and/or per diem stagehands.
- Develop innovative approaches to ensure a sustainable pool of stagehands.

- Ensure compliance with all safety regulations and maintain high standards for workplace safety, accessibility, and hospitality.
- Collaborate cross-departmentally (Programming, Education, Front of House, Facilities) to ensure exceptional audience and artist experiences and project requirements are met.
- Identify and implement solutions for challenges that impact timelines, resources, or project scope.
- Create reports on production progress, resource utilization, and team performance to VP of Programs (new role, working title).
- Monitor production performance and identify areas for improvement.
- Support long-range planning for equipment, capital needs, and technology upgrades.
- Foster an inclusive and respectful workplace culture aligned with organizational values.
- Stay current with industry best practices and lead ongoing training to expand and diversify the pool of local stagehands and technicians.

Qualifications

Required:

- Minimum 5–7 years of experience in technical direction or production management in a performing arts or live events setting.
- Advanced degree in arts-related field, OR Bachelor's degree with significant related professional experience
- Deep knowledge of all aspects of stage craft including, lighting/systems, audio and video equipment/systems, and stage and rigging equipment.
- Strong leadership and communication skills with the ability to manage teams, negotiate with vendors, manage timelines, and create and monitor budgets effectively.
- Knowledge of and experience in different live entertainment venues and national touring industry, including trends, challenges, negotiating technical riders, regulations, and best practices.
- Excellent interpersonal, communication, and problem-solving skills.
- Commitment to safety, accessibility, and inclusion.
- OSHA 10- and 30-hour certifications.
- MEWP Operator Certification.
- Familiarity with union and non-union environments.
- Ability to work nights and weekends as needed.

Preferred:

- Entertainment Technician Certification Program (ETCP) Rigging
- Entertainment Technician Certification Program (ETCP) Electrician training
- In addition to English, multilingual Spanish, Portuguese, Kriolu (Cape Verdean Creole), Haitian Creole, or K'iche.

What We're Looking For

In addition to relevant experience, we're looking for a colleague who:

- Brings a spirit of **curiosity, creativity, and openness**
- Communicates with **clarity, honesty, and care**
- Thrives in a collaborative, **relationship-centered team**
- Shares our commitment to **equity, inclusion, and anti-racism**
- Is excited to **learn, grow, and imagine new ways forward**

Our Workplace Culture

As part of your onboarding, you'll be welcomed into a culture that reflects our values:

- **Imagination** – We encourage creative problem-solving and fresh ideas from every level of the organization.
- **Connection** – We work with empathy and respect, building strong relationships across teams.
- **Equity** – We actively address inequities in our systems and strive for inclusive representation in all we do.
- **Transparency** – We communicate openly, share information proactively, and make decisions with integrity.
- **Discovery** – We support risk-taking and learning from mistakes as essential parts of growth.

We create a workplace where you can bring your full self, feel supported, and know your contributions matter.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment ranges from low to high
- While performing the duties of this job, the employee is regularly required to move around the facility; to stand and sit for long hours during events; talk and hear; to lift 50 or more pounds. This position may require work inside or outside of the building, as needed by events.
- The Z is a collaborative work environment, and employees are expected to be open and willing to collaborate across departments and teams
- The Zeiterion is on an active, and ongoing, journey to be anti-racist organization - advancing anti-racist policies and practices, and fostering and sustaining a culture that values community, social justice, and equity

To Apply

- **Submit your resume to careers@zeiterion.org with the job title in your subject line. Applications will be accepted on a rolling basis with priority to those submitted by October 24, 2025**

We deeply value diverse backgrounds, experiences, and perspectives. We believe this diversity strengthens our institution and enriches our community. While we've outlined the qualifications and experience that we think will help someone thrive in this role, we also recognize that talent comes in many forms. If your background doesn't perfectly align with every requirement, we still encourage you to apply — your unique perspective might be exactly what we need.

Equal Opportunity

The Z is an equal opportunity employer. We celebrate equity and are committed to creating an inclusive, thriving environment for all employees including, but not limited to, a culture of antiracism in which we build policies, procedures, and a safe space for people from all backgrounds to feel safe and seen in our employ, in our seats and on our stage.

Compensation & Benefits

- Salary: : \$70,000-\$85,000
- Benefits include: Medical, dental, vision, retirement plan with employer match, paid time off, professional development
- Additional perks: Tickets to performances, wellness programs, remote and schedule flexibility.