

Lead Producer

The Lead Producer works under the supervision of the Executive Producer. The Lead Producer will be responsible for all operational tasks involved in the realization of the production on stage (as opposed to the "artistic" element under the control of the Director). These duties include but are not limited to...

Responsibilities include:

- Act as liaison between Director/Musical Director and Executive Producer
- Participate in the selection of Production Team members or Production Heads
- Provide and review job descriptions with Production Heads and contact the Studio Manager for keys and security instructions for access to the building.
- Schedule and lead regular production team meetings with all Production Heads throughout the production process
- Ensure all production projects are on schedule
- Communicate with the Executive Producer regularly to provide updates on the production
- Coordinate and facilitate auditions with the Director, Stage Manager, Musical Director and Choreographer
- Contract actors who have been cast in the show following auditions and contact those who will not be cast
- Liaise with the Social Media Manager if additional postings for auditions need to occur
- Ensure cast and crew understand that they are required to become HTI members and support the Membership Coordinator to ensure all memberships are paid
- Provide the Membership Coordinator with a cast list and rehearsal schedule to help facilitate this function
- Problem-solve any differences or issues that arise between production heads and work with the stage manager to settle issues arising among cast members. The Executive Producer should be consulted for any significant issues which may require clarification from the Board of Directors.
- Source, select, and support technical and artistic crew members
- Work with the Executive Producer to ensure all scripts and musical scores are available before the first rehearsal
- Create a show programme and ensure they are printed in time for shows
- Coordinate merchandise creation and sales
- Develop, manage, and reconcile production budgets
- Monitor all expenses to ensure the production costs don't surpass the budget. Any additional costs must be approved by the Executive Producer
- Ensure all expenses are recorded to proceed with reimbursements
- Submit final production financial reports to the Executive Producer
- Work with the Executive Producer and Treasurer to pay honorariums at the end of the production
- Plan and execute cast events (opening and closing night parties)
 - Coordinate with the Board of Directors' second vice chair for management and scheduling of front-of-house and concessions staff during show dates.
 - Work with the Executive Producer, Studio Manager, Box Office Manager and

- Concessions Manager to ensure the theatre is ready for performance dates
- Source photographers and videographers to take cast/crew headshots and film the show
 - Coordinate headshots with the Production Team based on rehearsal schedules
 - Liaise with publication reviewers and other media sources
 - Support during tech week and rehearsals as needed
 - Ensure all show materials are returned to their respective companies at the end of the production
 - Develop community partnerships and get sponsorships
 - Responsible for advertising and ticket sales, in conjunction with Social Media and Box Office Managers
 - Coordinate strike and clean up with the Stage Manager at the end of the production to ensure everything is put away
 - Other duties as assigned

Our ideal candidate:

- Has previous Producing experience in musical theatre productions
- Has great communication and people management skills
- Has a demonstrated ability to manage multiple projects on time and budget
- Has experience managing budgets
- Is organized, efficient and flexible
- Has a high degree of professionalism and time management skills
 - Can build positive and respectful relationships with a variety of people and partners
 - Can work well under pressure
 - Promotes safe spaces and inclusivity in the arts

*Production Heads

- Director
- Stage Manager
- Costume Designer/Costume Supervisor
- Properties Designer
- Set Designer/Master Carpenter
- Lighting Designer
- Hair/Make-up
- Sound Technician
- Musical Director
- Vocal Director