

# Lead Producer Role Description

67<sup>th</sup> Season | 2025-2026



## Overview

The Lead Producer works under the supervision of the HTI Board of Directors. The Lead Producer is 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).

Our ideal candidate has previous Producing experience in musical theatre productions, great communication and people management skills, a demonstrated ability to manage multiple projects on time and within budget and experience managing budgets. They are, organized, efficient and flexible with a high degree of professionalism and time management skills. They can build positive and respectful relationships with a variety of people and partners, work well under pressure, and promote safe spaces and inclusivity in the arts.

## Key Duties and Responsibilities

- Act as liaison between the production team and the HTI Board of Directors
- Provide and review job descriptions with the production team and crew
- Possess and maintain responsibility for building keys and security instructions
- In conjunction with the Stage Manager, schedule and lead regular production team meetings throughout the production process
- Ensure all production projects are on schedule
- Provide the HTI Board of Directors with regular production updates
- Work with the Director, Musical Director, Stage Manager, and Choreographer and to schedule audition times, run auditions, and cast roles
- Contact performers following auditions to cast and reject performers as necessary
- Liaise with the Social Media Manager and HTI Board of Directors to develop an overarching marketing plan, social media content calendar, and marketing materials as necessary, including graphics, videos, posters, and show programs
- Ensure cast and crew understand that they are required to become HTI members and support the Membership Coordinator in collecting memberships fees

- Problem-solve any differences or issues that arise among the production team and work with the Stage Manager to settle issues arising among cast and crew
- Source, select, and support technical and artistic crew members
- Work with the Stage Manager and HTI Board of Directors to ensure all scripts and musical scores are available before the first rehearsal
- Coordinate merchandise creation and sales, if applicable
- Develop, manage, and reconcile production budgets, including recording all expenses, processing reimbursements, and coordinating honorarium payments
- Monitor all expenses to ensure production costs do not surpass the budget and ensure any additional costs are approved by the HTI Board of Directors, if necessary
- Submit final production financial reports to the HTI Board of Directors
- Plan and execute cast and crew social events (opening and closing night parties)
- Manage front-of-house during all performances and coordinate with the HTI Board of Directors to scheduling of front-of-house and concessions staff as needed
- Work with the HTI Board of Directors to ensure the theatre is ready for performance dates
- Source photographers and videographers to take cast and crew headshots document the show, first consulting HTI's list of preferred vendors
- 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
- Coordinate strike and clean up with the Stage Manager at the end of the production to ensure everything is put away
- Other duties as necessary