



TAKE IT ALL IN.

Title of Position: **Production Director, Top of the Park**
Reports to: Associate Director

Est. Hours: April/May: 15 hours (total) as needed
Load-In (6/8-6/14): 60 hours
Season (6/14-6/30): 54 hours/week
Load-Out (7/1 - 7/3): 20-30 hours

Wage: Flat contract fee based on experience

Summary Description:

The Ann Arbor Summer Festival (A2SF) seeks a Production Director to lead and coordinate all technical and operational aspects of Top of the Park, running from June 14-30, 2024. This position is responsible for coordinating staff, vendors, and budget. This includes hiring personnel for load-in and load-out, supervising nightly operational needs, and working closely with the Site Manager, Event Manager, and Front of House and Personnel Manager on nightly event execution.

Duties include, but are not limited to the following:

PRE-PRODUCTION

- Support initial presentation research and budgeting with advance recommendations on staffing, equipment, and operational needs through a review of technical riders and conversations with artistic companies, as needed.
- As needed, meet with A2SF staff, vendors, and community partners for planning meetings related to the production of Top of the Park, including but not limited to: seasonal production employee hiring, security, permitting, site layout, equipment rental, and promotional activations.
- Work with Associate Director to secure all necessary rentals and services needed from the University of Michigan (work-order based) and non-University vendors to successfully achieve A2SF production goals. When possible, seek a portion of in-kind services, and multiple estimates.
- With the Associate Director, oversee the Top of the Park production budget; revising budget estimates as necessary, reporting actual costs as incurred, and evaluating/justifying budget variances.
- Attend and help lead an annual pre-season production meeting.

EVENT OPERATION

- Provide on-site technical direction and leadership of all facets of Top of the Park production from first day of load-in through the final day of load-out and post-production.
- Direct set-up and maintenance of Top of the Park structures and physical assets, sign installation, coordinating and assisting vendors (e.g. tent, power, audio, staging).
- Ensure the safety and security of audience, performing artists, staff, and A2SF equipment during the event, specifically in cases of inclement weather.
- In accordance with the A2SF Emergency Plan, monitor area radar for any developing storms, broadcast decisions to close Top of the Park or delay performances using the sound system, and help secure the site.



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- Be “on call” via cell phone throughout the duration of the season to address site concerns including those arising from inclement weather, power, and security.
- Provide support and supervision to stage managers, Site Manager and Event Manager, and other seasonal colleagues on event production issues at Top of the Park.
- Assist in the training and supervision of Top of the Park Stage Managers and contracted technicians, and support them in their advancing and nightly management of artist performances, special attractions, and film screenings.
- Hire, train and manage set-up and strike crews including on-site safety training for use of equipment, tools, best practices for production staff and management of labor budget
- With the Associate Director, facilitate employee onboarding and payroll for set-up/strike crews I-9s, timesheets, and accident reports.
- Contribute and maintain season production schedule with other managers, and share details with partners as needed.
- Represent A2SF by acting as a positive and productive liaison with A2SF staff, Board of Trustees, artists, surrounding building staff, volunteers, stakeholders and the public with superb communication and the highest professional standards. Conduct all business in an appropriate, professional manner while acting as a role model for other event staff.
- Perform other duties as assigned by the Associate Director.

POST PRODUCTION

- After load-out, provide timely closure of all production areas, including rental returns, inventory, clean up, department accounting, and gear returns to A2SF office as needed.
- Attend one post-production meeting and provide a brief written wrap report.

Qualifications:

The ideal candidate is someone who has a high level of production and technical skills and can work well with a team whose skills range from production professionals (e.g. IATSE stagehand) to enthusiastic community members hired each season. The successful candidate will possess many, if not all, of the following qualifications, skills, and qualities:

- 5+ years of experience as a production manager or technical director in events or performing arts (outdoor events a plus)
- Demonstrate flexible leadership in uncertain situations, such as weather cancellations
- The ability to engage effectively with stakeholders from the University of Michigan, City of Ann Arbor, and diverse community partners
- A track record of leadership and management within relevant organizations; the ability to supervise and lead a production team, manage a budget, and coordinate overlapping activities
- A collaborative approach to work and excellent communication skills; the ability to quickly train small teams to load in and load out
- A passion for the arts and the role they play in our community



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To Apply:

Please, email your resume as a PDF to jobs@a2sf.org for consideration. Introduce yourself, note any pertinent information, including schedule availability in the email body. No additional cover letter is required. Candidates are asked not to inquire about submission status. If your qualifications match current openings, you will be contacted directly. Position will remain open until filled.

Join our Team:

We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.