



LINE PRODUCER

ORGANIZATION

Founded in 1997, Profile Theatre is one of the oldest continuously operating theaters in Oregon, and one of only three theaters in the country to take a deep dive into the bodies of work of contemporary playwrights. Every two years, Profile Theatre selects two mid-career writers and centers two years of programming around them, with productions of older plays, newer plays and world premieres and commissions. In so doing, Profile Theatre accords its audience, community and staff unparalleled access into the work and worldview of some of the most exciting and accomplished writers of our time. Profile Theatre staff will have the opportunity to work closely with playwrights and other artists of national repute, alongside some of the most talented artists in the Portland metro area. Recent Featured Playwrights have included Kristoffer Diaz, Lauren Yee, christopher oscar peña, Branden Jacobs-Jenkins, Paula Vogel, Lynn Nottage, and Lisa Kron among others.

Profile Theatre seasons include large-scale professional productions, our expansive In Dialogue program, the Playwrights Residency, and our signature Community Profile program. Profile has grown to be one of the most well-regarded theaters in Portland, with a growing national reputation for bringing intelligence, excellence and passion to the stage.

POSITION AND RESPONSIBILITIES

The Line Producer's main responsibility is to oversee all productions at the theatre. We like to say the Line Producer is charged with getting the art into the theatre space. The Line Producer participates in season planning, providing rough budgets for shows under consideration, identifying opportunities and challenges from a production standpoint, and providing key artistic input and collaboration. The Line Producer is the production manager for all productions, hiring backstage staff, creating production calendars and budgets, driving the design process forward, overseeing load-in, tech and strike, as well as providing production support for other departments, including Community Engagement and for Development events like the annual gala. The Line Producer maintains Profile's small production inventory, helps envision growth steps for the organization, maintains relationships with local artists and ensures compliance with Federal, State, Local, and Union regulations and Profile Theatre Company policies.

Profile Theatre values a non-siloed workspace in which staff members support one another across departments. Profile Theatre staff all work towards several organizational goals: to produce high-level artistic events, to achieve financial stability and maintain fiscal transparency, and to develop and deepen relationships in our community.

Season Planning

- Read scripts and participate in staff discussions of plays and playwrights, with a particular eye towards producing opportunities and challenges.
- Analyze potential scripts for budgetary impact and highlight any special skills, equipment or space (venue, shop, etc) required.
- Once selected, develop the production budget for the season, in close collaboration with the Artistic Director.

Production Management

The Line Producer is responsible for all logistical and budgetary aspects of each theatrical production, including:

- Build a production calendar, including design deadlines, tech schedule, and production meetings, and attend key production dates: first rehearsal, first read, load-in, all technical rehearsals, all preview performances, strike, and other rehearsals as needed.
- Facilitate production meetings, helping drive forward the collaborative process, assuring designs are achievable and stay within budget, facilitating cross-departmental communication, and flagging potential challenges.
- Oversee production budget as related to all technical and design elements of production Build and submit weekly production payroll reports for processing by Company Manager.
- Hire all production technicians and overhire, including but not limited to TD, electricians, carpenters, painters, board ops, wardrobe, etc.
- Comply with and make sure others comply with all rules and regulations established for the use and protection of the theatre.
- Read daily rehearsal and performance reports, and follow up as needed to ensure all notes are addressed.
- Coordinate and supervise strike, including return of all rented/borrowed props, costumes, and other items; ensuring the grid is restored to the Rep Plot; and completing a walk-through of spaces used to confirm they are reset and ready for the next user.

Production Payroll and Expenses

- Track designer expenditures, rentals, and borrowed items regularly, and request written approval from Artistic Director for additional expenditures before designers exceed budgets.

- Authorize contractor payments and budget advances, document invoices and reimbursement requests and submit for processing by Company Manager.
- Approve production payroll when submitted by Company Manager for processing, assuring all union payments, royalty payments, and associated reports have been processed and submitted by the Company Manager.
- Collect receipts from department heads and reconcile against the master budget.
- Manage production inventory and purchase supplies as needed.

Production Liaison

- Manage, grow, and strengthen Profile's relationships with artists that work with our organization throughout the season and others in the community.
- Develop relationships with civic organizations, arts and culture groups, and our local community partners and vendors to facilitate resources for our production and design needs throughout the season.
- Act as the Artist Liaison for Profile Theatre, facilitating a space for artists to share their needs, expectations, and concerns during production runs.
- Work to grow and diversify our artist portfolio; and
- Work closely with the Artistic Director on artist development and engagement.

Other Duties

- Coordinate with the Finance Manager to assist with reconciliation and company profit/loss and other budget reporting.
- Represent Profile in the community, providing additional support for any and all fundraisers, events, celebrations, opening nights, first rehearsals, etc.
- Other duties as assigned.

QUALIFICATIONS

Strong collaborative and leadership skills are the most important qualifications. An ability to lead designer and technical staff with both rigor and kindness, managing a large and diverse team of artists and technicians.

Strong knowledge of labor markets and labor and materials costs in our region.

An ability to assess and predict production challenges and stumbling blocks and a proactive approach to their solutions.

Basic knowledge of design elements for theatre.

Strong computer skills, including comfort with cloud-based databases and software like Quickbooks, CRM, AP software, payroll systems, GSuite, MS Office, Adobe, etc.

Understanding of theatrical union standards and requirements; Federal, State, and Local employment compliance requirements; and knowledge of payroll and human resources best practices, or willingness to learn.

Can work independently and in a small team environment.

COMPENSATION

Profile Theatre is an equal opportunity employer and strongly encourages women and people of color to apply, in keeping with its core values of inclusion and representation.

The Line Producer is compensated with an exempt salary ranging from **\$50,000-\$60,000/annually DOE.**

LOCATION

This position will be expected to report to the Profile Theatre office located at 216 NW 13th Ave, and rehearsal and performance venues during production. Some tasks may be completed remotely from home with own equipment as mutually negotiated and agreed in advance with the Artistic Director.

SCHEDULE

This is a full time, exempt salaried position. Some nights and weekends will be needed during production weeks. Attendance at first reads, opening nights, galas and other member events is required.

REPORTING

To Artistic Director.

APPLY

Please include a letter of interest outlining applicable skills and experience and a resume to: info@profiletheatre.org. No calls or drop-ins, please.