

Vice President of Productions

The Paramount Theatre/Aurora Civic Center Authority (ACCA), an innovative organization located on Stolp Island in the Fox River in the heart of the richly diverse community of historic Aurora, Illinois (one hour from downtown Chicago), is seeking a **Vice President of Productions** (“VPP”). ACCA is the parent organization, which also includes a 501(c)3 arm under the name of Paramount Arts Centre, Inc. It operates three performance venues: the 6,000-person RiverEdge Park, the 1,843-seat landmark Paramount Theatre, and the 165-seat, newly renovated Copley Theatre. ACCA produces and presents over 500 performances each year, including star-studded touring productions, a self-produced Broadway Series of musicals and the self-produced Bold Series for an annual audience of 350,000 patrons from over 250 communities. ACCA proudly operates the Paramount School of the Arts in the new John C. Dunham Aurora Arts Center, right next door to Paramount Theatre in downtown Aurora. Paramount Theatre also hosts free community events, \$1 Classic Movie Mondays and its opulent interiors provide a spectacular backdrop for private functions such as wedding receptions or corporate galas. Across the street from Paramount Theatre are the gorgeous Meyer Ballrooms, which play host to multiple wedding receptions and rental events throughout the year.

The Paramount Theatre/Aurora Civic Center Authority is committed to being a defining catalyst for personal and community transformation by:

- making the performing arts accessible for every age and socioeconomic background,
- introducing the magic of live theater across generations to encourage expansive imaginations and broad views of people and the world,
- and contributing to the future stability and growth of Aurora’s downtown.

The highest purpose of any theater is to inspire its community toward a more perfect humanity. Such humanity can exist only when every member of the community is included and valued, empowered and heard. To express this truth, ACCA commits its leaders, volunteers, artists and staff to the active, continual and accountable pursuit of the following principles: equity, inclusion and diversity.

DEPARTMENT – Production

DIRECT REPORTING – This position reports to the President/CEO.

WORKS CLOSELY WITH – Production Management (PM), Company Management, and other production staff; Artistic Staff; CEO; Stage Management; Creative, Technical and Production Teams; Finance, HR, and Marketing Staff

POSITION STATUS & SCHEDULE – Full time exempt. Office hours are generally Monday-Friday 10a-6p/7p (8-9 hours a day). However, span of day and days off are flexible at times. Extended hours occur during tech/previews, and schedule includes some nights, weekends, and holidays. Time-sensitive needs sometimes occur beyond slated hours.

COMPENSATION – Minimum starting salary is \$120K, with an excellent benefits package including health insurance, paid holidays, vacation, personal and sick time, paid parental/family leave, 401K with employer match, and complimentary tickets.

HIRE DATE – As soon as January 15, 2024, and ideally no later than February 12, 2024

POSITION SUMMARY – VPP will lead a department of ~20 full-time staff and hundreds of freelance artists in the annual realization of productions including 4 “Broadway Series” musicals (the largest subscription series in the U.S.) in the 1843-seat Paramount Theatre, 3 “Bold Series” productions in the 165-seat Copley Theatre, a long-running production in the new 98-seat Stolp Island Theatre (slated to open in summer 2024), the “Paramount Performance Camp” production, and a touring production for young audiences. VPP shall uphold and advance ACCA’s mission, artistic vision, and fiscal sustainability while fulfilling duties inclusive of hiring employees and independent contractors, execution and compliance with union agreements, contract negotiations, budget development and management, and supporting the development and execution of production concepts.

KEY RESPONSIBILITIES

- Manage, guide, and support Production Director (PD) and Company Manager (CM), who direct-report to VPP
- With PD and CM, participate in the management and support of other production staff and freelance artists
- Collaborate with production and finance staff to develop, monitor, and manage the budgets and payment schedules for production expenses and team members, overhead expenses, and capital improvements
- Communicate with Artistic staff regarding preferences for show-specific creative team hiring
- Negotiate deal terms for creative team members, stage management, and other production personnel; upon agreement of terms, communicate hiring and initiate onboarding and contracting procedures fulfilled by other PM team members

- With PD, provide support as needed to Audio, Lighting and Media Manager in the hiring of stagehands for run crews
- Serve as key point of contact for union leadership and business representatives at AEA, IATSE, SDC, USA, and CFM
- With CEO, negotiate renewal and evolution of union collectively bargained agreements (CBAs)
- With Human Resources, lead investigation and resolution of concerns involving production personnel
- As needed, guide PM team in development and modification of key dates sheets, schedules, and calendars
- With production and artistic staff, participate in fulfillment of artistic and administrative goals, ensuring quality and consistency, and maintaining the highest possible production values within the available resources and parameters
- Attend weekly production staff meetings, show specific production meetings, and executive staff meetings as able
- In absence of applicable PD/PM, lead weekly production staff meetings and/or show-specific production meetings
- In rotation with PD, attend tech rehearsals and previews to provide managerial presence, support, and discernment to reconcile challenges; lead production meetings following tech rehearsals and previews for which VPP is on-point
- With PM staff, participate in the editing of Playbill/program content and other public relations and marketing materials
- With PM staff, read daily production reports, production schedules, and build updates to identify and resolve challenges; communicate information to colleagues as needed and ensure timely resolution of issues
- Participate in job searches as needed by writing job postings, reviewing resumes, communicating with applicants, conducting interviews, and negotiating offer terms
- With PD and CM, facilitate development of the production staff and cultivate professional development opportunities
- Collaborate with PD and other safety committee members to develop, implement and administer the safety program to advance occupational health and safety policies, equipment purchases and maintenance, training and certifications
- With PD and CM, make recommendations to reduce risks and injuries
- Collaborate as needed with PM staff designated to oversee presented/touring shows in ACCA venues
- Uphold strict confidentiality and professionalism with regard to current and future productions, casting, design, staffing, budgets, salaries and all other sensitive aspects of the production process

In addition to the duties listed above, ACCA expects the following of each employee: adheres to ACCA's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets productivity standards; participates in ACCA events as needed or required; and completes other duties as assigned.

REQUIRED EXPERIENCE, SKILLS and ABILITIES

- Minimum 5 years in production management or 8 years in adjacent theatre management field(s), including General Management, Technical Direction, Stage Management, and Company Management
- High-level understanding of all aspects of theatrical production and the ability to oversee large, musical theatre productions, including relevant budgets, personnel, and execution of designs
- Maturity in understanding of the artistic process and excellent interpersonal and diplomacy skills
- Proficient knowledge of theatrical unions (AEA, SDC, USA, IATSE, CFM/AFM)
- Superior written and verbal communication, organization, time management, and negotiation skills
- Adept computer and accounting skills including knowledge of Microsoft Word, Excel and Outlook
- Capacity to solve complex challenges in a calm, creative and personable manner
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment
- Ability to work long hours and manage an irregular schedule including some nights, weekends, and holidays

PREFERRED EXPERIENCE, SKILLS and ABILITIES

- Experience supporting new play development and/or commercial enhancements
- Expertise in areas of technical theatre
- Knowledge of occupational health and safety protocols, standards, and laws relevant to theatrical production

HOW TO APPLY

Please submit a cover letter, resume, and 2 references using the online job application at <https://paramountaurora.com/opportunities/> or click on the link below.

APPLY FOR THIS JOB ONLINE

Or mail/drop off to: Aurora Civic Center Authority, ATTN: (Patty Stefanski), 8 East Galena Blvd., Suite 230, Aurora, IL 60506

ACCA is an Equal Opportunity Employer committed to creating a diverse and inclusive environment, and applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability status, marital or familial status, veteran status, or any other characteristic protected by law. ACCA encourages people of all backgrounds to apply, including people of color, women, LGBTQ individuals, people with disabilities, veterans, and others who are eager to help us achieve our vision of a diverse and inclusive community.

ACCA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, ACCA is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating the employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.