

Director of Production

Full time salaried; exempt

Reports to: Executive/Artistic Director

About Fort Wayne Civic Theatre

Fort Wayne Civic Theatre is the premiere theatre in Northeast Indiana. We touch the lives of over 25,000 individuals annually through live theatrical productions, educational initiatives, and community outreach. With a recent change in leadership, we are embracing a season of change and planning to expand our programming to include more productions in various venues, more community conversations, and a strong focus on artistic excellence.

Job Summary

The Director of Production is responsible for the creation, oversight, execution, budget, safety, and integrity of all productions at Fort Wayne Civic Theatre.

Organizational Relationships

- Reports to the Executive Artistic Director
- Manages the Technical Director, Lighting & Audio Supervisor, Costume Supervisor, Scenic Charge/Volunteer Coordinator, and Costume Shop Manager
- Manages the production Designers and Directors
- Works in collaboration with the entire Director Team at Fort Wayne Civic Theatre

Essential Duties & Responsibilities

- Interfaces with the Executive Artistic Director to ensure all shows are on stage, on time, and within budget
- Directly oversees and reports on production budgets, production calendars, and facilities primarily used by production personnel
- Supports production departments (Scenic, Lighting, Sound, Costumes, Props, Projection, and others) for build, organization, planning, and execution of all productions and projects.
- Schedules production meetings and executes production agendas and reports with the help of the Production Stage Manager
- Provides all production departments at Fort Wayne Civic Theatre with related and applicable production information
- Manages each production budget
- Oversees the designers and production staff to ensure a cohesive working environment
- Mediates and executes the design elements for each production at Fort Wayne Civic Theatre through all related parties from designers and directors to all other production staff to ensure each department has the necessary funds and time required to accomplish Fort Wayne Civic Theatre's production goals
- Assists the Executive Artistic Director with future production planning

Methods of Accountability

- Methods of Accountability are determined by the duties and responsibilities outlined above along with the following:

- Frequent real-time feedback from the Executive Artistic Director
- Annual Performance Reviews provided by the Executive Artistic Director
- A right to Progressive Discipline as outlined in the Employee Handbook if deemed necessary
- Patron Feedback
- Timeliness and quality of Fort Wayne Civic Theatre production product
- Timeliness of completing projects according to deadlines
- Effectiveness of production scheduling
- Working environment safety analysis (including OSHA standards and Arts United Center regulations, et al)
- Production Budget Analysis

Minimum Qualifications

- Bachelor's Degree in Theatre Production, Management, Technical Direction, or a similar field and/or equivalent professional experience
- General understanding of all aspects related to technical theater either through education or related professional experience
- At least three years' experience leading production teams successfully through overlapping projects, meeting deadlines and budgets for each
- Significant experience setting, managing, and maintaining production budgets
- Ability to manage large and diverse groups and work in stressful conditions

Standards of Performance

- Standards of Performance are based on the duties and responsibilities of the position, as well as the mission, vision, and goals of Fort Wayne Civic Theatre.

Physical / Mental Demands & Working Conditions

- General office, theatre and shop work environment
- Evenings and weekends are required as needed
- Heavy lifting and heights up to 25 feet
- Ability to work in a stressful environment

Compensation/Start Date

\$60,000-\$65,000 (BOE)

Full-time employee benefits package including health benefits, paid time off, paid holidays, and retirement funds.

Desired start date: October 2026

To Apply

Send cover letter and resume to Chelsea Anderson at canderson@fwcivic.org with the subject line "Director of Production Submission."

To learn more about Fort Wayne Civic Theatre, visit www.fwcivic.org.

Application deadline: September 14, 2026

Fort Wayne Civic Theatre is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Fort Wayne Civic Theatre provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or status in any status protected by federal, state, or local law.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Fort Wayne Civic Theatre will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

We are eager to cultivate a broad and inclusive field of applicants. Fort Wayne Civic Theatre is committed to building a diverse community of staff, volunteers, and apprentices. Individuals from underrepresented groups are encouraged to apply.