



Director, Production

The Opportunity

The Arsht Center is seeking a Director, Production to lead the planning and execution of all production activities supporting performances presented by the Center, its Resident Companies, and rental partners. Reporting to the Vice President, Operations, this role oversees the in-house production team (15 direct reports) and ensures the successful delivery of productions at the highest standards of quality, safety, and efficiency.

The Director, Production manages the full production lifecycle, including vetting, budgeting, planning, and execution across a wide range of shows, projects, and events. This role requires a highly organized professional who can manage multiple concurrent priorities while maintaining strong attention to detail and operational excellence. The Director, Production provides day-to-day leadership to the production team through clear communication, regular engagement, and a consistent, team-oriented approach.

This position works closely with internal departments to support cross-functional collaboration and seamless execution. The ideal candidate brings strong problem-solving and conflict resolution skills, along with experience working within an IATSE environment and the ability to maintain positive and productive relationships with union crews and leadership.

The Director will also partner with the Intern and Apprentice Manager to support the Center's State of Florida-registered Technical Theater Apprenticeship Program, helping to develop emerging theater professionals.

In addition, this role contributes to the long-term planning and maintenance of production technology and equipment. In collaboration with the Vice President, Operations, the Director supports capital planning efforts, prioritizes maintenance



initiatives, and identifies opportunities to enhance production capabilities in line with evolving technology and industry practices. This is a full-time, in-office position.

Candidate Profile

The Director, Production will be responsible for the following:

Core Responsibilities

- Lead all functions of the Center's Production Department and venues
- Maintain the highest standards for production services for all events and performances
- Partner with the Production Manager and Technical Directors to assign and review production cost estimates for shows and events
- Collaborate with the Production Manager and Technical Directors to build shows using Vectorworks and/or AutoCAD
- Monitor the condition of equipment and production systems and initiate corrective action as needed
- Develop and maintain relationships with outside presenters and touring companies to ensure smooth load-ins, rehearsals, performances, and load-outs
- Work with Technical Directors to support the needs and requests of internal and external clients

Team Leadership and Operations

- Promote and enforce a culture of safety, ensuring adherence to established work practices and accountability across the team
- Collaborate with Human Resources to lead recruitment and hiring efforts for production department staff
- Oversee production staff scheduling to support effective operations and execution
- Partner with the Production Manager and Technical Directors to support staff development and strengthen team performance
- Proactively address team challenges and drive effective issue resolution

- Lead production team and department head meetings to support alignment and execution
- Participate in regular cross-functional meetings as needed
- Maintain a positive working relationship with IATSE Local 500 and its Business Agent; monitor collective bargaining agreement matters
- Attend weekly operations and production meetings and communicate key updates to staff
- Enforce and adhere to all Center policies, rules, and regulations

Financial Oversight and Execution

- Administer Production Department payroll, including coordinating reporting and approving timecards and timesheets
- Ensure budget line items are reviewed monthly
- Approve purchases of supplies and replacement items within production and technical budgets
- Review production reports and follow up on corrective measures as needed
- Develop, maintain, and enforce production standard operating procedures to support consistent and effective execution
- Lead and support special projects and initiatives, including evaluating feasibility and cost in collaboration with Technical Directors
- Maintain an active on-site presence, including attendance at performances, to support production oversight and ensure successful execution

Qualifications

- Bachelor's degree (or equivalent experience)
- 5 – 8 years of experience in a Performing Arts Center and/or LORT Theater
- 5 – 8 years of experience leading a team of Production Staff
- Experience working in an IATSE or union environment
- Familiarity with current and emerging production technologies



Physical Requirements

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 75 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Compensation and Benefits

Arsht offers a competitive salary range of \$130,000 to \$140,000, commensurate with experience and reflecting our commitment to equitable compensation practices.

We also offer comprehensive benefits packages, professional development opportunities, and a supportive workplace culture dedicated to the performing arts and community impact. At the Arsht, we prioritize the well-being and growth of our team members, ensuring they have the resources and support needed to excel in their roles and contribute meaningfully to our mission.

The Arsht embraces equity and diversity and is committed to a workplace that is enriched by the people, needs, and desires of our diverse community.

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami’s unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city’s cultural transformation, a



catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit [arshtcenter.org](https://www.arshtcenter.org).

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Director, Production search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.