
OSLT Producer Roles and Responsibilities

The Producer reports to the OSLT Board of Directors.

Skills:

- Highly organized
- Financially responsible
- Strong communication skills
- Approachable and able to mediate disagreement
- Enthusiastic about the project
- Strong interpersonal skills
- Strong organizational skills
- Strong supervisory skills
- Ability to delegate, motivate and encourage others
- Prepared to mediate a dispute, to solve the problem, and in extreme situations, inform the board

Duties:

Pre-Production:

- Fosters team spirit and deals with any production issues
- Coordinates and is responsible for all aspects of production, both technical and artistic
- Together with the Director enlists full production team members and holds production meetings
- Organizes, prioritizes and manages finances, personnel, and scheduling
- Designates a person (as/when needed) to the production and works with that person to assist with health and safety issues
- Books and organizes rehearsal space
- Keeps up to date on all developments from inception to final wrap-up of the project
- Plans and implements a media strategy in collaboration with staff, that incites interest and excitement in the public through social media, radio, posters, promotional flyers and other mediums as determined specific to the show
- Sets up photo shoots
- Prepares the program
- Distributes any complimentary tickets
- Ensures the box office manager and staff are fully informed about any marketing initiatives
- Ensure the rights have been obtained
- Creates a master production schedule
- Assists construction/set build lead with organizing days and supports in various ways as needed

- Sets up budget for the production in consultation with the Director and each team lead
- Creates a budget for the project with a break-down for board approval
- Ensures with staff, that all accounts are paid
- Creates the financial report showing the original budget and the project actual expenditures
- Submits updates to the board
- Organizes final cast and crew party

Post-Production:

Arranges teams to:

- Take set down and arrange for stage to be painted
- Set items/ workshop put in order and items are returned to borrowed/rented sources, added to the theatre's collection or destroyed
- Lighting and sound equipment is taken down and returned
- Wardrobe lead supervises the cleaning, restoration and return of all borrowed or rented costumes and accessories
- Make-up/hair designer catalogues all materials being added to the company's permanent collection
- Props coordinator and furnishings coordinator supervises the cleaning, restoration and return of all borrowed or rented props/furnishings
- Producer ensures all teams have completed their clean-ups and returns
- Producer ensures all accounts are confirmed and submitted to staff to be paid
- Producer creates the financial report showing the original budget and the project actual expenditures and presents to the board