



Director of Production Services and Facilities

Phoenix, Arizona | Full-Time | Salary Range: \$72,000 - \$85,000

Applications reviewed on a rolling basis. Position open until filled.

About Herberger Theater Center

Herberger Theater Center (HTC) is one of Arizona's most active performing arts venues, located in the heart of downtown Phoenix. Since opening in 1989, HTC has served as a creative home for resident companies, a gathering place for the community, and a stage for performances ranging from Broadway-caliber productions to intimate and innovative arts experiences. Our complex includes Center Stage, Stage West, Kax Stage, and an outdoor Pavilion Stage, hosting more than 500 events annually. From theater, concerts, dance, and children's programming to festivals and community events, HTC is built to support a vibrant mix of performances and audiences.

This is an exciting time for the organization. Our Spotlight Series is growing, new partnerships are expanding our impact, and plans for a future capital project are helping shape a bold new chapter for downtown Phoenix.

Our team is collaborative, hardworking, and deeply committed to creating exceptional experiences for artists, audiences, clients, and the organizations that call HTC home.

Herberger Theater Center is an equal opportunity employer. We are committed to building a team that reflects the diversity of the community we serve.

The Opportunity - Director of Production Services & Facilities

Herberger Theater Center is seeking an experienced production and facilities leader who understands both the technical and human side of live performance. This role requires someone who can manage production operations, lead and support a team, communicate effectively with artists and clients, and help ensure every event is executed at a high level.

The ideal candidate is equally comfortable advancing a touring production, troubleshooting technical issues, managing a departmental budget, and building a positive, solutions-oriented culture within the department.

This is a director-level position with significant operational responsibility and the opportunity to play an important role in the continued growth of HTC.

What You Will Do

Lead Production and Technical Operations

- Oversee all back-of-house operations, including staging, lighting, sound, theatrical rigging, and technical systems across Center Stage, Stage West, and the Kax Stage.
- Supervise, schedule, mentor, and support Production Supervisors, Console Operators, stagehands, and overhire crew.
- Serve as Lead Production Supervisor when required, including advancing and executing events in that capacity.
- Consult with rental clients and the Booking and Event Services Coordinator on technical requirements and labor estimates for events.
- Facilitate equipment rentals from outside vendors when needed, with event approval, and ensure charges are captured accurately.
- Review and approve event closeouts (settlements) in Elite event management software, verifying all production labor, equipment, and service charges before client invoices are issued.

Ensure Safety and Facility Readiness

- Work with the President and CEO to develop and maintain safety protocols, emergency preparedness procedures, and staff training programs.
- Ensure staff training and compliance related to ALICE protocols, emergency evacuation procedures, and applicable safety standards.
- Attend monthly DTPHX security meetings and ALICE forums.
- Oversee maintenance, cleanliness, and preventative maintenance programs for back-of-house and technical areas.
- Maintain preventative maintenance schedules for technical systems and equipment to support reliable day-to-day operations.

Lead People, Budget, and Administration

- Develop and manage the departmental budget with support from other associates.
 - Verify and approve payroll for direct reports.
 - Lead new hire onboarding for production staff.
 - Ensure Lift and Fall training and certifications are current for applicable staff.
 - Work cooperatively with the Director of Guest Experience to ensure seamless back-of-house and front-of-house coordination.
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What We Are Looking For

Required

- Five or more years of experience in technical theater and theatrical management, including direct supervisory experience over technical and support staff.
- Demonstrated hands-on knowledge of stage lighting systems, sound systems, theatrical rigging, and related equipment in a multi-venue or multi-use performing arts facility.
- Experience managing departmental budgets and working with event billing or settlement processes.
- Excellent communication, leadership, and organizational skills, with the ability to lead a team in a fast-paced performing arts environment.
- Comfort working with Windows-based systems and Microsoft Office applications.
- ALICE certification or willingness to obtain certification upon hire.
- OSHA 30 certification or willingness to obtain certification upon hire.

Strongly Preferred

- Experience in a performing arts presenting and rental venue, as opposed to a producing theater only.
- Experience advancing touring productions and managing technical riders.
- Familiarity with Momentus Elite event management software, particularly at the event closeout and scheduling level.
- Experience working with touring productions, including advancing shows and managing technical riders.
- A bachelor's degree in technical theater, theatrical management, or a related field. Equivalent combinations of experience and education are welcome.

Compensation and Benefits

Position Details

- Salary range: \$72,000 to \$85,000, depending on experience
 - Full-time, exempt position
 - Schedule requires availability for evenings and weekends consistent with the HTC event calendar
 - Benefits package includes medical and dental insurance (90%), paid vacation, paid sick leave, and paid holidays
 - Reports directly to the President and CEO
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How to Apply

Please submit the following to resumes@herbergertheater.org:

- A cover letter describing your experience in technical theater management and what interests you about this opportunity at Herberger Theater Center.
- A current resume.
- Three professional references (references will not be contacted without your permission).

Applications are reviewed on a rolling basis. We encourage early submission.

No phone calls please.

Herberger Theater Center is located at 222 E. Monroe St., Phoenix, AZ 85004. We are proud to be part of the arts and cultural community of downtown Phoenix.