

# J O B   D E S C R I P T I O N



POSITION: ARTISTIC PRODUCER  
DEPARTMENT: Artistic  
REPORTS TO: Artistic Director  
STATUS: Full-time/Exempt  
COMPENSATION: \$75,000 - \$85,000 Annually  
START DATE: September 1, 2025

## **ABOUT THE POSITION**

South Coast Repertory (SCR) is seeking an Artistic Producer (AP) to act as the lead producer for 5-7 mainstage and second stage productions. In collaboration with the Artistic Director and Director of The Lab@SCR, the AP is integral to the season programming, artist selection, new play development, and actualizing productions. The AP serves as a pillar of the Artistic department with shared supervisory responsibility for the Artistic Coordinator and acts as an interdepartmental hub, communicating across all levels of the organization. As a key leader working with the creative teams, inside the rehearsal room, and across the organization, the AP upholds SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to artistic excellence, fiscal responsibility, respect for all stakeholders, and community engagement.

## **ABOUT THE ROLE**

### *Producing*

- Line produce 5-7 mainstage and second stage productions seasonally:
  - Participate in the selection of creative teams and guest artists and discern production's needs based on resources, director requests, and scope. This includes checking the interest and availability of designers, directors, consultants, etc. and overseeing the progress of their hiring with General Management. Provide AD's Executive Assistant updates on the creative team database.
  - Champion creative teams' visions and design execution within SCR's financial means, current resources, and deadlines in collaboration with the Production Manager. Attend preliminary and concept design meetings, production meetings, and technical rehearsals throughout the process.
  - Communicate clearly with creative teams about available resources and represent SCR's mission and Equity, Diversity, Inclusion, and Belonging core values in all forms for communication with guest artists and in-house staff.
  - Contribute ideas for effective and innovative approaches to season selection, calendar, and design protocols.
  - Deliver all productions on time and on budget in collaboration with the Production Manager and creative teams. Support the Production Manager with communication about key design deadlines and scope concerns.
  - Work with AD to organize producer coverage schedule between the Artistic team members to ensure attendance at designer run, dress rehearsal, several previews, opening, and closing.
  - Work non-traditional hours during tech, be present for tech notes, quality control, and artist care.
  - Work closely with AD and Casting consultants in casting SCR productions and identifying and tracking actors/artists.

### *New Play Development & Talent Cultivation*

- Collaborate with the AD and Director of The Lab@SCR on selection and execution of work developed under The Lab@SCR including but not limited to the Pacific Playwrights Festival (PPF), Lab readings, new play/musical development, commissioning and all categories for creation that fall under The Lab@SCR "umbrella."

- Scout, maintain, and evaluate active relationships with playwrights, agents, dramaturgs, designers and directors along with local University Theatre Departments and others to elevate the quality, diversity, and excellence on our stages.
- Provide general support for artistic/literary staff, including but not limited to The Lab@SCR workshops/readings, Conservatory productions, and new initiatives.

#### *Community/Audience Engagement*

- Provide accurate and compelling artistic messaging to the Marketing, Development, Box Office, Front of House, Production, and Administrative teams to aid in the execution, promotion, and community outreach for each production.
- Activate as an ambassador to promote our work in the community in an effort to attract more audiences, donors and expand our reach within Southern California.
- Attend all SCR opening nights, assuming an active role in events, including but not limited to donor dinners and other activities that will require public speaking (curtain speeches) and donor/audience engagement.

#### *Administration & Leadership*

- Serve as a primary Artistic point of contact for creative teams and actors, directing visiting artists through the institution from hiring to the end of their contracts in partnership with Human Resources.
- Maintain consistent weekly meetings with the Production Manager and the Director of The Lab@SCR. Provide ongoing communication about the pipeline of SCR's rehearsals, design deadlines, and productions.
- Attend and participate in Artistic staff meetings, Expanded Staff meetings, and SCR company meetings, as well as Production "Meet and Greets."

### **ABOUT THE PERSON**

*Qualities and skills that best serve an Artistic Producer may be:*

- Bachelor's degree or higher in theatre producing, directing, or dramaturgy or equivalent work experience
- Excellent organizational ability and communication skills, both written and oral
- Experience with Outlook, Teams, SharePoint, and Dropbox
- Ability to work well under pressure, manage multiple tasks, think and problem-solve creatively, and meet goals independently
- Ability to handle sensitive issues and confidential information appropriately
- Weekend and night availability
- Commitment to Equity, Diversity, Inclusion, and Belonging and enthusiasm to nurture an anti-racist work culture

### **CORE VALUE AFFIRMATIONS**

The Artistic Producer serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.

**WORKING CONDITION**

*Regular tasks of this position may include:*

- Sitting for 5-6 hours at a time
- Reading materials on a computer screen or paper for 3-4 hours at a time
- Speaking to large audiences with or without aid of microphones
- Occasional travel required

**COMPENSATION**

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

**TO APPLY**

To be considered, please submit a cover letter, resume, and three references to [jobs@scr.org](mailto:jobs@scr.org).

**ABOUT THE COMPANY**

Tony Award-winning South Coast Repertory, founded in 1964, is led by Artistic Director David Ivers and Managing Director Suzanne Appel. While its productions represent a balance of classic and modern plays and musicals, SCR is renowned for its extensive new-play development program—The Lab@SCR—which includes one of the nation's largest commissioning programs for emerging, mid-career, and established writers. Of SCR's more than 500 productions, one-quarter have been world premieres. SCR-developed works have garnered two Pulitzer Prizes and eight Pulitzer nominations, several Obie Awards, and scores of major new-play awards. Located in Costa Mesa, Calif., SCR is home to the 507-seat Segerstrom Stage, the 336-seat Julianne Argyros Stage, and the 94-seat Nicholas Studio.

*SCR is a proud equal opportunity employer, embraces diversity, and is committed to creating an inclusive environment for all employees.*