



## production/technical

**Director of Production,  
Columbia University  
New York, New York**

The Director is responsible for supervision and coordination of production and technical elements of Theatre Arts MFA Program events. This includes preparing and implementing master production schedule of deadlines and producing goals; producing budget and labor analyses; advising students on all aspects of their thesis productions; acting as the primary liaison with AEA, providing creative solutions to production problems that are within the scope of budgetary, labor and schedule parameters; and providing technical advice and guidance for events on and off campus.

BA required; related graduate course work preferred. Five years of related professional experience required; at least four years previous experience in an academic setting preferred. Budget management experience required. Excellent interpersonal, organizational, supervisory and communications skills (verbal and written) required. Attention to detail in all aspects of management of busy academic operation required. Ability to work independently and under pressure with large numbers of people on concurrent projects with multiple deadlines required. Ability to handle confidential matters with tact and discretion required. Computer experience required; facility with Macintosh Word and Excel programs required. Availability for evening and weekend work required.

To apply, please visit <https://jobs.columbia.edu/applicants/Central?quickFind=128413>.

Columbia University is an Equal Opportunity/Affirmative Action employer

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