**PRODUCTION & BUILDING SERVICES DIRECTOR**

Des Moines Performing Arts has an excellent opportunity for a Production and Building Services Director, reporting to the Chief Operating Officer. The individual in this role will be responsible for providing direction to the production and building services managerial staff, overseeing all operations of both departments. Vendor relations, contract management, and purchasing as well as policy / procedure development and implementation are additional elements of the position. The Director will also be accountable for developing and monitoring the departments’ budgets and goals.

Qualified candidates should have:

* Bachelor’s degree with a minimum of seven years’ related experience
* Experience working in live performance production environment
* Knowledge of theater industry and production equipment
* Strong understanding of (and interest and passion for) diverse art forms within the performing arts field, including theater/musical theater, dance, music, and work for young audiences
* Strong leadership and management skills including the ability to foster a collaborative team environment
* Outstanding communication skills
* Experience developing and monitoring budgets
* Negotiation skills
* Strong project and time management skills
* Demonstrates motivation and self-initiative
* Analytical and financial skills
* Knowledge of building service equipment requirements
* Some knowledge of building and grounds operations is preferred

Des Moines Performing Arts is a premier organization showcasing a variety of professional productions while providing an exciting and dynamic work environment. If you are interested and meet the expressed qualifications, complete the on-line application and submit along with your resume. NO PHONE CALLS PLEASE.

Des Moines Performing Arts is an equal opportunity employer.