



THE CREATIVE AND PERFORMING ARTS SCHOOL

JOB DESCRIPTION

HEAD OF PRODUCING

The Head of Producing provides leadership in the teaching, learning and performance of all aspects of artistic the creative and production arts, including writing, directing and producing, and oversees a high-performing production team. Essential duties and responsibilities of the role are to:

- Develop and implement a medium to long-term vision for the department in alignment with wider institutional goals and priorities, that fosters an impactful learning environment in production disciplines.
- Guide and direct course development to ensure comprehensive course structures and content that meet artistic standards and institutional requirements to effectively support performance programmes.
- Evaluate the effectiveness of courses, content and delivery, against course objectives and student outcomes, identifying and setting targets for improvement.
Provide guidance and mentorship to students in developing their creative abilities while understanding the practicalities of production, fostering both skills and confidence development.
- Work collaboratively with faculty, students and staff in the shaping of compelling and impactful productions.
- Ensure that productions are of the highest quality, meet artistic standards, and provide valuable learning experiences for students.
- Oversee the logistical planning and management of all productions.
- Lead in the recruitment and hiring of faculty and production staff, including visiting academics and industry professionals.
- Oversee and manage budgets, including the wider departmental budget and individual production budgets; and actively pursue funding to support production initiatives.
- Build and maintain industry relationships that could lead to and/or support student opportunities and collaborations.

The Head of Producing also leads and oversees the production team, visiting faculty and industry professionals. Essential duties and responsibilities of these aspects of the role are to:

- Oversee the engagement of visiting faculty and industry professionals.
- Ensure the training and supervision necessary to build and sustain high-performing teams.
- Ensure that team activities are guided by policy and procedural frameworks that support quality assurance requirements and industry best practice.
- Ensure a performance management structure to evaluate the performance of all faculty, staff and visiting professionals.

Education and Experience

- Advanced degree in theatre, performing arts, arts administration, or related field. Or an equivalent combination of education, experience and training.
- At least 5 years in an organisational management or leadership role.
- Proven experience developing and implementing academic and training course programming in creative and practical production disciplines.
- Demonstrated experience in the monitoring and evaluation of different teaching methodologies and assessment techniques.
- Proven experience mentoring and supervising students.
- Extensive experience in performing arts production management.
- Demonstrated experience leading diverse teams, working with budgets and managing expenses.
- Considerable experience working in collaborative teams and supervising production teams.
- Professional experience in theatre and/or film productions – directing, writing, producing, acting – would be an asset.

Knowledge, Skills, Abilities

- Exceptional leadership and communication skills, with the ability to motivate and guide teams.
- Excellent organisational and project management skills. Sound financial acumen and budget management skills.
- Proven technical knowledge of the performing arts.
- Familiarity with college/university policies and procedures.
- Strong industry knowledge, including artistic requirements and professional best practices.
- Proven ability to teach, mentor and guide students in the creative process.
- Ability to confidently interact with a diverse range of knowledgeable and passionate artists and effectively engage with a variety of interpersonal styles.
- Ability to read scripts and understand their impacts on production schedules and budgets.

Letters of interest should be emailed to admissions@capasbahamas.com by August 1st, 2025.