

ASSOCIATE PRODUCTION MANAGER

Seasonal, Full-Time

Reports to: Production & Operations Manager
Start Date: May 30, 2022
End Date: September 11, 2022
Work Week: 6 days, 8-10 hours/day, day off may vary from week to week
Housing: Shared bedroom, kitchen, and bath in company housing
Compensation: \$600-700/week, housing included

Responsibilities include, but are not limited to:

- Assist Production and Operations Manager in coordination of support for Scenery, Props, Paint, Electrics, Costumes/Wardrobe, Sound, and Projection for all Playhouse and Walker Farm shows;
- Process production purchases, receipts, and purchase orders; monitor budgets with Production and Operations Manager, and Department Heads;
- Coordinate and attend all scheduled production meetings. Lead meetings as needed;
- Serve as the designated Production Manager for the Young Company Touring Production;
- In conjunction with the Production and Operations Manager, serve as a liaison between production departments and Designers, Stage Managers, and Company Manager;
- In coordination with Production and Operations Manager, oversee implementation of WTC personnel policies for production staff;
- Assist with the scheduling of run crews;
- In coordination with Production and Operations Manager oversee the health and safety and well-being of production staff and interns;
- Maintain inventory in each Production Shop and Office;
- Provide support for special events and company projects, taking the lead when necessary;

Requirements and Qualifications

- Demonstrated interest in and knowledge of professional Production Management practices;
- One to two years of prior professional experience preferred; or two years of concentrated academic study at the collegiate level in technical theatre/production management;
- Familiarity with basic industry safety practices in all shops, onstage, rigging, and during strikes;
- Prior supervisory experience preferred;
- Ability to lift up to 50 lbs. safely with assistance;
- Comfortable working at heights, climbing ladders, working in awkward, sometimes cramped spaces;
- Consistent, collaborative, and positive work ethic under intense schedules and deadlines;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Excellent interpersonal and written communication skills;
- Familiarity using computer programs and spreadsheets, including Office 365;
- Must be comfortable driving company cargo van
- Ability to work long, irregular hours that include nights and weekends;
- Ability to thrive in a rural area with limited cell phone reception;
- Valid driver's license with clean driving record.

Weston Playhouse Theatre Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WPTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, artists and patrons are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westonplayhouse.org. Please put "Associate Production Manager" in the subject line.