



**PRODUCTION ASSISTANT TRACK B/TYA TOURING STAGE MANAGER  
Seasonal, Full-Time**

**Reports to:** Director of Production and Operations

**Start Date:** May 27, 2024

**End Date:** August 18, 2024

**Housing:** Shared bedroom, shared kitchen, and bath in company housing

**Compensation:** \$360/week + overtime, with an additional \$200 dollars a week during run of the touring show (June 4<sup>th</sup> -July 7<sup>th</sup>), housing included

**Overview:**

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise and will also demonstrate a willingness to help other departments if needed to fulfill WTC's mission: to create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, quintessential general stores, and caring community.

**Responsibilities include, but are not limited to:**

- Serve as Production Stage Manager for the touring Theatre for a Young Audience Production;
- Serve as Production Assistant for our Mainstage Musical after the touring show closes.
- Support Artistic team and Actors on assigned production during pre-production, rehearsal, tech, and performance weeks;
- Assist with all rehearsal needs, creation of necessary paperwork, schedules, inter-departmental communications, attending production meetings, taking notes, and serving on show run crew backstage;
- Assist in the upkeep, cleanup, and maintenance of work areas, rehearsal and performance spaces, office equipment;
- Create touring paperwork with Production Management, and assist on daily load in;
- Produce daily reports and calls to Artistic, Design, and Production Staff;
- Work with Associate Production Manager, who'll be the TYA tour manager;
- Driver the 12-15 passenger touring van.

**PREFERRED REQUIREMENTS:**

- Proven interest and skills in stage management, and standard theatrical production techniques and practices; this is a non-union position;
- Excellent inter-personal, organizational, collaborative, and communication skills;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Willingness to learn and adhere to industry and OSHA safety practices;



- Ability and willingness to drive 12-Person Passenger Van;
- Ability to safely lift 50 lbs. with assistance;
- Ability and willingness to work long days, with irregular schedules, with positive attitude;
- Valid driver's license with clean driving record; Comfortable driving 15 passenger van;
- Ability to thrive in a rural area with limited cell phone service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC 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 and artists 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@westontheater.org](mailto:hire@westontheater.org). Please put "Production Assistant Track B & TYA Stage Manager" in the subject line.