



ASSOCIATE PRODUCTION MANAGER
Seasonal, Full-Time

Reports To: Director of Production and Operations

Start Date: May 20, 2024

End Date: September 01, 2024

Housing: Single bedroom, shared kitchen, and bath in company housing

Compensation: \$655-\$700/week, 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:

- Assist Director of Production and Operations in coordination of support for Scenery, Props, Paint, Electrics, Costumes/Wardrobe, Sound, and Projection for all Walker Farm shows and TYA Tour;
- 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 Director of Production and Operations, serve as a liaison between production departments and Designers, Stage Managers, and Company Manager;
- In coordination with Director of Production and Operations, oversee implementation of WTC personnel policies for production staff;
- Assist with the scheduling of run crews;
- Assist with all production department's budget management and receipt tracking;
- In coordination with Director of Production and Operations oversee the health and safety and well-being of production staff and company members;



- Maintain inventory in each Production Shop and Office;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Provide support for special events and company projects, taking the lead when necessary.

PREFERRED REQUIREMENT and QUALIFICATIONS

- Demonstrated interest in and knowledge of professional Production Management practices;
- 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 and Google;
- Valid driver's license with clean driving record;
- Must be comfortable driving company cargo van;
- Ability to work long, irregular hours that at times include nights and weekends;
- Ability to thrive in a rural area with limited cell phone reception.

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. Please put "Associate Production Manager" in the subject line.