



**Weston Playhouse Theatre Company**  
**Associate Production Manager**  
**Seasonal Full-time Staff**

Reports to: Production Manager & Operations Manager  
Start Date: Early/Mid May  
End Date: Late October  
Work Week: 6 days, 8-10 hours/day, day off may vary week to week  
Housing: Shared room, kitchen and bath in company housing

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

- Assist Production Manager in coordination of support for Scenery, Props, Paint, Electrics, Costumes/Wardrobe, and Sound in the creation for all MainStage and OtherStages shows
- Process production purchases, receipts, purchase orders; monitor budgets with Production Manager, Operations Manager, and Department Heads.
- Supervise, mentor, and collaborate with Production Management Intern in production department paperwork and support.
- Coordinate and attend all scheduled production meetings. Lead meetings as needed.
- Serve as liaison between production departments and designers, stage managers, and company manager
- Oversee implementation of WPTC personnel policies for production staff.
- Oversee the safety and well-being of WPTC production staff.
- Assist with the scheduling of interns and run crews
- Willingness to help in all production shops
- 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, preferably with 1-2 year prior experience at the professional level
- Familiarity with basic industry safety practices in all shops, onstage, rigging, and during strikes
- Prior supervisory experience
- At least 3 years' concentrated academic study at the collegiate level in technical theatre
- Ability to lift up to 50 pound safely and independently
- Comfortable working at heights, climbing ladders, working in awkward, sometimes cramped spaces
- Consistent, collaborative, and positive work ethic under intense schedules and deadlines
- Excellent interpersonal and written communication skills
- Familiarity using computer programs and spreadsheets
- Ability to work long, irregular hours that include nights and weekends
- Ability to thrive in rural area with limited cell phone reception
- Valid driver license with clean driving record. Own car preferred.