



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

Reports to: Production Manager  
Start Date: May 6, 2019  
End Date: August 18, 2019  
Work Week: 6 days, 8-10 hours/day, overnight during changeovers, 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, Sound, and Projection for all MainStage and Second Stage 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;
- In coordination with Production Manager oversee implementation of WPTC personnel policies for production staff;
- Assist with the scheduling of interns and run crews;
- In coordination with Production Manager oversee the safety and well-being of WPTC production staff;
- 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 years prior experience at the professional level preferred;
- Familiarity with basic industry safety practices in all shops, onstage, rigging, and during strikes;
- Prior supervisory experience preferred;
- At least 3 years' concentrated academic study at the collegiate level in technical theatre;
- Ability to lift up to 50 pound 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;
- Ability to work long, irregular hours that include nights and weekends;
- Ability to thrive in rural area with limited cell phone reception;

- Valid driver's license with clean driving record; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business related trips

Compensation is between \$400-425/ week, housing included.

Weston Playhouse Theatre is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

To apply, send cover letter, resume, and three references to [hire@westonplayhouse.org](mailto:hire@westonplayhouse.org).

For more information check out our website at <https://www.westonplayhouse.org/>