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

Reports to: Production and Operations Manager
Start Date: May 18, 2020
End Date: September 10, 2020
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
Compensation: $400-450/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;
- 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 WPTC personnel policies for production staff;
- Assist with the scheduling of interns and run crews;
- In coordination with Production and Operations Manager oversee the safety and well-being of WPTC production staff and interns;
- Assist in all production shops as needed;
- 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 3 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;
- 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; own car, with valid, current insurance coverage preferred. Mileage will be reimbursed for all business-related trips.
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 hiring@westonplayhouse.org.

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