

ASSISTANT PRODUCTION MANAGER

The Assistant Production Manager assists the Director of Production and senior production staff in overseeing the safe and orderly operation of HVSF activities as part of the 2020 Season.

Duties Include:

- Asst. Production Manager will report directly to the Director of Production.
- Coordinate production meetings and facilitate communication between designers and production staff.
- Managing tax exempt purchases on behalf of the organization within the approved budget.
- Responsible for assisting production and facilities staff with load in and maintenance tasks as assigned.
- Supervise and train interns. Participate in the intern training program by acting as a mentor.
- Work with Company Management staff to arrange all Company hospitality and travel, as needed.
- Assistant Production Manager is required to train as substitute run crew for the mainstage productions.
- Specific tasks, duties, and responsibilities will be assigned by the Director of Production.

Qualifications:

- Driver's license and clean driving record required.
- Complete understanding of backstage etiquette. A good working knowledge of technical theatre practices
- This position is physical in nature and required to work outdoors. The ability to lift up to 50 pounds and work outside, exposed to the elements is required.
- The APM is required to be in residence in the Hudson Valley from May through August. Housing and transportation are provided.

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org.

HVSF is an Equal Opportunity Employer and all candidates are encouraged to apply.