

ASSISTANT PRODUCTION MANAGER

The Assistant Production Manager (APM) assists the Director of Production and senior production staff in overseeing the safe and orderly operation of HVSF activities as part of the 2022 Season. Asst. Production Manager reports directly to the Director of Production.

Responsibilities Include:

- Assist in implementing HVSF's COVID-19 Safety Policies including completing the required Covid-19 safety training provided by HVSF.
- Attend production meetings and track communication between designers and production staff.
- Read and respond to daily rehearsal reports and facilitate communication between departments.
- Collaborate with production staff to support all elements of productions during prep, rehearsal, tech and performances.
- Maintain and distribute an updated production calendar.
- Manage and track tax exempt purchases on behalf of the organization within the approved budget.
- Assist production and facilities staff with load in and maintenance tasks as assigned.
- Work with Company Management staff to arrange all Company hospitality and travel, as needed.
- Train as substitute run crew for the mainstage productions in case of emergency.
- Work closely with other artists to build a safe, respectful, inclusive, and anti-racist backstage environment; Display and promote multi-cultural competency and sensitivity.
- 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
- Ability to understand and interact with technical drawings. AutoCAD and/or Vectorworks knowledge preferred.
- HVSF requires all staff to be fully vaccinated against COVID-19.
- 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 September. Housing and transportation are provided.

This is a seasonal position paid \$600 per week. HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) Candidates

TO APPLY: Send a cover letter and resume in PDF format to jobs@hvshakespeare.org with the subject line ASST. PRODUCTION MANAGER