

## **PRODUCTION ASSISTANT**

The Production Assistant (PA) works closely with the Stage Management team to facilitate and support pre-production, rehearsals, and performances. The PA works alongside Equity Stage Managers on productions rehearsing and performing in repertory in the unique outdoor tent. The PA reports to the Production Stage Manager and Director of Production.

Responsibilities include:

- Being present and reporting on time to all scheduled and required shifts including but not limited to rehearsals, understudy rehearsals, tech, preview, and performances.
- Provide support in running deck tracks, managing repertory rehearsals, working with AEA actors, and support work on developmental readings in a professional regional theater setting.
- Support board operation and running shows in repertory throughout 2022 season
- Create and maintain paperwork for props tracking, blocking, and more, under the supervision of stage managers.
- Assist and support stage management staff to create and maintain a safe and functional rehearsal room environment, including supply tracking.
- Serve as member of the run crew for performances.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment
- Practice and promote multi-cultural competency and sensitivity.
- All staff will be required to assist in implementing HVSF's new COVID-19 Safety Plan, follow all health and safety protocols including social distancing, proper mask wearing, and COVID testing provided by HVSF.
- Production Assistants have the option to join the Equity Membership Candidacy program.

Qualifications:

- Background, degree or equivalent experience in technical theater, with a focus on stage management
- Basic understanding of backstage etiquette. Some experience and basic working knowledge in technical theatre practices, preferred.
- Valid Drivers' license and clean DMV record, and being comfortable driving with passengers.
- 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 climb ladders, lifts, reach above head. Ability to bend, kneel, stoop, push, pull and lift up to 50 pounds and work outside, exposed to the elements.
- The Production Assistant is required to be in residence in the Hudson Valley from late April 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](mailto:jobs@hvshakespeare.org) with the subject line PRODUCTION ASSISTANT.