



PRODUCTION ASSISTANT

The non-equity Production Assistant works closely with the Stage Management Team to facilitate and support rehearsals and performances for Hudson Valley Shakespeare's productions during the 2026 rotating repertory season. HVS is located in Garrison, NY, and operates under a unique open-air amphitheater, the Samuel H. Scripps Theater Center; more information is available at hvshakespeare.org. The PA reports to the Production Stage Manager and the Production Manager.

Responsibilities include:

- Being present at all required rehearsals, understudy rehearsals, tech, previews, and performances.
- Maintain paperwork as assigned by PSM for props tracking, blocking, reports, and script changes.
- Work with the Stage Management staff to create and maintain a safe and functional rehearsal room environment, including supply tracking.
- Serve as a member of the Run Crew for performances as assigned.
- Train as a substitute on other Stage Management tracks as assigned.
- Work closely with other artists to build a safe, respectful, and anti-racist backstage environment. Display and promote multi-cultural competency and sensitivity.
- All staff will be required to assist in implementing HVS's new COVID-19 Safety Plan, and follow all health and safety protocols, including social distancing, proper mask-wearing, and COVID testing provided by HVS.

Qualifications:

- Background in stage management, in progress degree, or working experience.
- Understanding of rehearsal room and backstage etiquette.
- Valid Driver's license, clean DMV record, and comfortable driving with passengers.
- HVS requires all staff to be fully vaccinated against COVID-19.
- This position is physical in nature and required to work outdoors. It requires the ability to climb ladders, operate lifts, and reach above one's head at height. Ability to bend, kneel, stoop, push, pull, and lift up to 40 pounds and work outside. Comfortable working outdoors during the summer months.
- The PA is required to be in residence in the Hudson Valley for the duration of this contract. Housing and transportation are provided.

This seasonal position is paid \$840 weekly from April 6th – September 27th, 2026.

HVS 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 PRODUCTION ASSISTANT.