FUNCTION:
• Assist the Director of Production and Facilities with implementing season production plan.
• Salary: $900 per week; Exempt - Benefit Eligible position
• Dates: Immediate

RESPONSIBILITIES:
• Assist in areas of season budgeting for productions and labor
• Assist in season staffing (including advertising, collecting resumes & interviewing)
• Assist with management of production department employees including full time, seasonal and overhire
• Assist with managing Broadway Theatre Center (BTC) rentals (contracting and scheduling)
• Aid in creating new education programing with the Artistic Director and Education Manager
• Assist with managing building operations technician
• Additional duties may include events/productions inside the studio theatre on the first floor of the BTC

SKILLS AND TRAINING:
• A BA or BFA in theatre or comparable professional experience, with training in technical theatre, stage management or production management.
• Must be familiar with industry standard software/equipment; Vectorworks, AutoCad, Lightwright, QLAB
• Computer proficiency as it relates to current Macintosh and Windows environments.
• Must be able to multi-task and prioritize work on varied projects, whether physical or administrative.
• Ability/willingness to collaborate and work as a team member, while maintaining a positive attitude with a diverse staff through strong verbal and written communication and organizational skills.

PHYSICAL REQUIREMENTS:
• Must be able to lift 50bs, and able to climb and work from ladders.
• Must have the vision, hearing, and dexterity to safely operate in a construction environment, operate hand and power tools, stage rigging and fine detailing work if necessary.
• This position has irregular hours with regular night and weekend responsibilities.

APPLY:
• Interested and qualified candidates should send a cover letter and resume to Joel Kipper, Director of Production & Facilities JoelK@SkylightMusicTheatre.org.
• Skylight Music Theatre is an Equal Opportunity Employer and encourages a diverse workforce. All gender and ethnic identities are encouraged to apply.

Revised: August 10, 2021 by Director of Production and Facilities Joel Kipper