



POSITION DESCRIPTION/SCOPE OF WORK

ASSISTANT PRODUCTION MANAGER/SM MENTOR Seasonal

Immediate Supervisor(s):	Production Manager
Schedule:	TBD
Salary:	\$15.00/hr and 1.5x over 40 hours/week
Housing (if needed):	Single room, shared kitchen and bath
Start Date:	May 16
End Date:	August 28

STATEMENT OF JOB:

The Assistant Production Manager/SM Mentor provides support to the Production Manager through oversight of the Hangar Theatre Company's (HTC) rehearsal spaces, KIDDSTUFF and Wedge series, and mentoring of the Stage Management Fellows; while supporting the HTC's mission, vision, values, and commitment to Equity, Diversity, Inclusion, and Access.

JOB DUTIES:

GENERAL RESPONSIBILITIES:

- Reporting to work on time, prepared to start
- Completing assigned daily tasks.
- Follow and practice safe work methods and safety procedures acting in concert with the theatre's safety policies
- Contribute to maintaining a collaborative shop environment
- Follow procedures and policies in the Seasonal Handbook.
- Follow any and all HTC and Health Department Guidelines related to COVID-19

SPECIFIC RESPONSIBILITIES:

- Assist the Production Manager in overseeing all rehearsal spaces including the setup and scheduling
- Represent and support the production department during technical rehearsals as assigned/needed
- Serve as the Production Manager for KIDDSTUFF or Wedge shows as assigned
- Assist the Production Manager to create and implement rehearsal safety programs as needed
- Facilitate communication as needed throughout the production departments
- Maintain a healthy and safe working environment.
- Attend Design and Production Meetings as appropriate.
- Lead Production Meetings as appropriate
- Supervise/mentor the Stage Management Fellows
- Assist in developing learning outcomes and training for the SM Fellows
- Possibly Stage Manage a production as assigned by the Production Manager
- Any additional production management duties not listed above

REQUIREMENTS:

- Outdoor Theatre experience (preferred)
- Minimum of bachelor's degree in technical theatre, or equivalent experience, and 2 seasons of summer theatre experience
- Valid driver's license with vehicle
- Strong understanding of all aspects of production
- Excellent knowledge of excel, google calendar, google drive
- Certified COVID-19 Compliance Officer
- Excellent computer skills
- Experience mentoring student stage managers
- Capacity to solve problems and engage in creative thinking about challenges
- Ability to brainstorm ideas in a group setting
- Attention to detail

- Knowledge of safety equipment and products
- Maturity and understanding of the artistic process and excellent interpersonal, teamwork, and diplomacy skills
- Proven ability to work independently and collaboratively in a fast paced, rapidly changing environment.
- Ability to manage an irregular schedule
- Fully vaccinated and boosted against COVID-19

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