

THEATRE PRODUCTION ASSISTANT

Function of Job:

Under general supervision of designated supervisor, responsible for providing technical support for assigned productions and events, including the training, coordination and supervision of technical support staff.

Characteristic Duties and Responsibilities:

1. Maintain and operate technical equipment related to productions, such as rigging, lighting and audio systems, and assist as needed during actual theatre productions, put-ins and rehearsals.
2. Serve as crew chief to staff, work-study students, volunteers and interns for various tasks involved in preparing the stage for a production, including duties listed above as well as set construction, painting, spiking and execution of lighting designs.
3. Be responsible for overall supervision of staff and/or student/intern work crews as assigned.
4. In conjunction with supervisor, coordinate recruitment, interviewing, hiring, training and scheduling of work for staff, and/or work-study students/interns assigned to theatre productions.
5. Serve as coordinator in the strike, storage and clearing of the stage after productions are completed, with full responsibility for inventory and storage of materials and equipment.
6. Assist director and/or other designated supervisor in final production details.
7. Estimate and coordinate purchase and delivery of materials and equipment for theatre productions.
8. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in theatre or related field and one year technical experience in theatre production or trades, or Associate's degree in theatre or related field and three years experience, or equivalent combination of education and relevant experience.
2. Organizational and supervisory skills.
3. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.

1/27/98
System Approval

1/27/98
Effective Date