



**PRODUCTION ASSISTANT Track A
Seasonal, Full-Time**

Reports to: Director of Production and Operations as well as Production Stage Manager

Production Assistant

Start Date: May 20, 2024

End Date: Sep 1, 2024

Housing: Shared bedroom, shared kitchen, and bath in company housing

Compensation: \$360 per week + overtime, housing included

Overview:

Weston Theater Company (WTC) is designed to be a collaborative organization; employees forge interdepartmental relationships and contribute to a positive and supportive workplace through teamwork, flexibility, and goal-oriented cooperation. The successful candidate will be passionate and engaged in their area of expertise, but also demonstrate a willingness to help other departments if needed in order to fulfill WTC's mission; To create theater to engage, entertain, and inspire our ever-expanding community.

Weston Theater Company is located in rural southern Vermont. Having an appreciation for nature and a quiet small-town vibe for the summer is essential. What we lack in population density, public transportation, and urban conveniences is offset by the beauty of 400,000 acres of national forests, lakes, and quintessential general stores.

Responsibilities include, but are not limited to:

- Support Stage Management team on assigned productions during pre-production, rehearsal, tech, and performance weeks;
- Assist with all rehearsal needs, creation of necessary paperwork, schedules, inter-departmental communications, attend production meetings, take notes, and serve on show run crew backstage;
- Act as PA on Walker 1, Walker 3 and Stagehand on Walker 2;
- Assist in the upkeep, cleanup, and maintenance of work areas, rehearsal and performance spaces, office equipment;
- Support Production Management throughout the season as assigned;
- Assist other administrative or production departments as assigned;
- Provide support for special events or company projects as needed;
- Attend Young Professional Career Development Meetings;

PREFERRED REQUIREMENTS:

- Proven interest and skills in stage management and standard theatrical production techniques and practices;
- Excellent inter-personal, organizational, collaborative, and communication skills;
- Ability to manage multiple, overlapping productions, projects, and personalities with grace;
- Willingness to learn and adhere to industry and OSHA safety practices;
- Ability to safely lift 50 lbs. with assistance;
- Ability and willingness to work long days, with irregular schedules, with positive attitude;

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T H E A T E R C O M P A N Y

- Valid driver's license with clean driving record;
- Must be at least 18 years of age;
- Assist in the upkeep, cleanup, and maintenance of work areas and equipment;
- Ability to thrive in a rural area with limited cell phone service.

Weston Theater Company is proud to be an Equal Opportunity Employer. We strongly encourage applicants from historically marginalized communities. WTC recognizes that historic institutional practices have led to an exclusionary and harmful environment for members of these communities, and is actively working to become a more diverse, anti-racist, inclusive organization. We acknowledge and welcome the complexity of the work ahead.

Full vaccinations for staff, creative team, and artists are mandatory for employment, as is adherence to all COVID-19 safety protocols. Proof of vaccination will be required upon first day of work.

To apply, send cover letter, resume, and three references to hire@westontheater.org. Please put "Production Assistant Track A" in the subject line.