



## **PRODUCTION ASSISTANT**

### **POSITION ADVERTISEMENT**

We are looking for a production assistant for our upcoming mainstage production of *Daughter of the Regiment*, who will also act in the capacity of Assistant Stage Manager for our student matinee performance. The Production Assistant is a seasonal, hourly employee.

### **DATES & PAY DETAILS**

Production:	<i>Daughter of the Regiment</i>
Start Date:	Tuesday, October 8, 2024 <i>Option to start part-time on September 23, 2024 to assist with administrative tasks.</i>
End Date:	Sunday, November 17, 2024
Performances:	Saturday, November 9, 7:35 p.m. Curtain Tuesday, November 12, 7:35 p.m. Curtain Thursday, November 14, 10:05 a.m. Curtain (Student Matinee) Friday, November 15, 7:35 p.m. Curtain Sunday, November 17, 2:05 p.m. Curtain
Compensation:	Hourly at \$20/hr averaging about 36 to 40 hours per week.
Travel/Housing:	No travel or housing are provided for this position

### **POSITION RESPONSIBILITIES**

- Assist the Stage Management Team with mainstage operations such as:
  - prep work, load ins, load outs, and closing procedures
  - running staging, tech, and dress rehearsals
  - performing rehearsal and performance admin tasks
  - running the production
- Assist with setup and tear down of chorus music rehearsals
- Complete paperwork as assigned by the Calling Stage Manager
- Perform production and artistic administrative tasks as assigned
- Act as an Assistant Stage Manager for the Student Matinee rehearsals and performance

### **QUALIFICATIONS:**

- Demonstrated Stage Management experience. Opera or Musical Theater preferred.
- General administrative skills (e.g. copying, collating, filing, and a working knowledge of Microsoft Office)
- Ability to read music
- Ability to communicate and interact with individuals of differing backgrounds and demonstrate a high level of emotional intelligence
- Ability to manage multiple projects independently and simultaneously with a high degree of detail and accuracy

- Ability to think strategically and problem solve quickly under stressful situations

## **PHYSICAL AND OTHER REQUIREMENTS**

- Flexibility to work evenings and weekends
- Must be comfortable with prolonged periods of standing and walking
- Must be able to lift 30 pounds at times
- Valid Driver's License

## **HOW TO APPLY**

Please send a resume and three references to [humanresources@operacolorado.org](mailto:humanresources@operacolorado.org) with "Daughter of the Regiment PA" in the subject line.

*Data show that women and BIPOC candidates more frequently do not apply to a job because they don't feel they meet all the qualifications listed. Our qualifications are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to our organization, we want to hear from you!*