



**San Diego Junior Theatre
Assistant Production Manager – Position Description**

POSITION TITLE: Assistant Production Manager
SUPERVISOR: Production Manager
SCHEDULE: M-F 9:00am-3 :00pm (Variable)
Travel: Minimal local travel

DEPARTMENT: Production
STATUS: Full Time-30 hours/week, Non-Exempt
Compensation: DOE
Anticipated Start Date: Immediately

San Diego Junior Theatre provides engaging, innovative, high-quality theatre education and productions for children of all cultural heritages, ages, abilities and levels of interest.

Position Summary: Under the direction of the Production Manager, the Assistant Production Manager is a key member of the Production staff of San Diego Junior Theatre. The position is responsible for ensuring the following:

Key Duties and Responsibilities*

- Construct scenic and property elements; installs and repairs lighting instruments and equipment; assists with all other areas of technical and artistic execution within the Production function
- Coordinates and oversees Lighting Assistants during load in and strike;
- Coordinates and oversees parent volunteers during load in, strike and work days;
- Assists with technical classes and camps for students;
- Assists with maintaining the scenic shop and prop rooms;
- Assists with rehearsals and performances including
 - Training and supervising student crew members
 - Monitoring student behavior
 - Maintaining overall cast and crew experience

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Interactions

Regularly interacts with Production Manager, staff, contract artists and designers, students, volunteers, and vendors.

Evaluation Criteria:

Appropriate, safe and timely construction and installation of set and lights for all shows; dependable on-time attendance at all required functions; timely and professional support of all technical and artistic execution; positive interactions with all stakeholders, especially students; time-sensitive creative problem solving.

Education, Knowledge, Skills, and Abilities:

- Comprehensive practical technical theatre knowledge
- Technical theatre experience in multiple and varied types of shows
- Professional theatre training and/or degree in Theatre Arts, Musical Theatre or similar degree
- Carpentry, painting and electrical skills
- Ability to take direction

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website



- Creative problem solving skills
- Excellent communication skills
- Experience and desire to work with children

Qualifications

Required: Comprehensive practical technical theatre knowledge; technical theatre experience in multiple and varied types of shows; professional theatre training and/or degree; carpentry, painting and electrical skills; creative problem solving skills; initiative; good communication skills, certificate of completion of the California Mandatory Reporter Training for Educators (<http://mandatedreporterca.com/training/educators.htm>).

Desired: Stage management experience; scenic artistry; technical theatre management experience; experience with children's theatre. Theatrical design experience, a plus.

Physical Requirements and Work Environment

Conditions are typical of a working theatre and may include working with potentially hazardous equipment and substances. Work may include ladder climbing, catwalk, standing, stooping, crawling in tight spaces, scaffolding, bending and twisting. Noise level can be loud on occasion. Must be able to lift up to 50 lbs. Must be able to work under pressure, within tight deadlines with minimal supervision. Applicants must have visual and auditory ability to respond to critical incidents and the physical ability to act in an emergency situation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Information: This position requires a criminal background check prior to hire. This position requires the ability to work a varied schedule, based on departmental needs and the needs of San Diego Junior Theatre. All applicants should be available, willing and able to accommodate a variable work schedule. San Diego Junior Theatre will provide adequate advance notice of schedule when possible.

San Diego Junior Theatre provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.