

# SEATTLE REPERTORY THEATRE JOB OPPORTUNITY

*Seattle Repertory Theatre is committed to producing the highest quality programming and we believe that our ability to contribute to excellence in the arts depends on building a community whose members come from diverse cultures, backgrounds, and life experiences.*

*We are part of a growing movement in theatre to ensure inclusion of those who have been excluded historically; focusing particularly on racial and ethnic groups, LGBTQ people, people with disabilities and women, ensuring they are at the decision making table, reflected in our programming, and represented on our staff.*

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|------------------------|-------------------------------------|
| <b>Position Title:</b> | <b>Assistant Production Manager</b> |
| <b>Department:</b>     | Production                          |
| <b>Supervisor:</b>     | Production Manager                  |
| <b>Classification:</b> | Full-time, Hourly, Non-Exempt       |
| <b>Wage Range:</b>     | \$16-\$19/ hour                     |

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## **POSITION PURPOSE**

As the scale and scope of the productions at Seattle Rep grow, the production office needs to keep pace. This new role exists to support the New Work Development Program, and in addition to expedite defined logistical needs.

## **ESSENTIAL FUNCTIONS:**

### **Lead all production aspects of the New Work Development Program**

- Generate contracts and check requests for Playwrights, Directors, and any additional creative team members on a project
- Create rehearsal and reading schedules
- Hire and support, when needed, Stage Manager and union crew
- Arrange travel and housing for out of town artists
- Create and distribute contact sheet
- Run production meetings for each project which includes marketing, development, patron services, and front of house
- Proof program
- Host any pre or post reading receptions
- Book space coordinated with all the other activities in the building
- Work with finance to create show codes for each project
- Create a budget for each show and keep diligent records of expenses

### **Process Payroll**

- Generate and submit bi-weekly payroll and time sheets for all production personnel including actors and stage managers in addition to annual, seasonal, and over-hire employees
- Gather information about actor overtime from Stage Manager, Director of Artist Relations, and Producing Director

### **Coordinate Rental Requests**

- Vet requests to rent space at Seattle Rep

- Schedule rentals according to our calendar availability
- Estimate and present expected cost in response to each inquiry
- Hire event staff
- Coordinate invoicing with the finance department
- Serve as a conduit between the client and the SRT staff and policies

**Support production-oriented meetings: meet & greets, show-specific production meetings, and departmental meetings**

- Preparation for first day of rehearsal, including set-up of space, hospitality, and design presentation materials
- In collaboration with the Production Coordinator, create agendas for weekly production department meetings
- Assist Production Manager with contracting and check requests as needed
- Take notes for Production Meeting, as requested
- Some evening support in tech rehearsals may be required

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- Dedication to storytelling through theatre
- Previous experience working in the production department of a professional theatre
- Thorough knowledge of Windows-based computer software - Access, Excel and Microsoft Word
- Strong interpersonal, teamwork and diplomacy skills
- Sense of humor and ability to act with grace under pressure
- Attentive to detail and able to meet tight deadlines
- Flexibility with reprioritizing daily work flow
- Ability to lift and carry up to 50 pounds
- High school diploma or GED
- A commitment to equity, inclusion, and diversity

**Email:** [humanresources@seattlerep.org](mailto:humanresources@seattlerep.org)

**Application Materials:** Cover letter, resume, and references

**Write** in the email subject line: **“Assistant Production Manager”**

You may also mail application materials to:

Seattle Repertory Theatre  
 Attention: Human Resources  
 155 Mercer Street  
 Post Office Box 900923 Seattle, WA 98109

**Position Posted:**

**Application Deadline: December 21, 2018**

**Start Date: as soon after as practical**