



Assistant Production Manager

Theatre Aspen, an award-winning professional theatre in the heart of the Colorado mountains, currently presents three mainstage productions each summer season, featuring directors, creative teams and actors from the Broadway community, a professional apprentice program, and a robust year-round education program, is seeking an Assistant Production Manager for the 2023 summer season.

The Assistant Production Manager is a seasonal position responsible for assisting the Director of Production with the essential leadership required to maintain our mainstage and educational productions. The Assistant Production Manager works closely with the Producing Director, Executive Producer, General Manager, Director of Education, and Business Manager.

Relationships

- Reports to the Production Manager
- Works closely with full-time Theatre Aspen staff, seasonal staff, and over-hire.

Responsibilities:

- Lead design process with creative teams prior to summer season, including scheduling meetings, communicating with outside scenic and rental shops.
- Assist with overseeing areas of production and ensure compliance with OSHA and USITT safety standards.
- Manage scheduling and planning of all activities in the Hurst Theatre, including season and weekly production schedules, theatre maintenance, rental events, and rehearsals, maintaining overall balance of workflow and labor requirements.
- Research, source and implement capital projects and improvements. Research cost analysis for rentals and purchases.
- In collaboration with site supervisor, help oversee facilities management making sure potable/drinking water, bathroom supplies, cleaning supplies, first aid, etc. are stocked throughout the theatre.
- In association with the Production Manager, create project-based and seasonal budgets encompassing labor and physical elements.
- In conjunction with department heads maintain and cultivate inventory of stock and equipment.
- In collaboration with department heads create and maintain department guides of operational protocols.
- In collaboration with department heads create lists and budgets for future improvements.

Requirements:

This position requires excellent organizational, communication and personal skills. A Bachelor's degree in theatre, or equivalent experience as a technical director, production manager or member of a technical production team is required.

Experience includes but is not limited to:

- Experience creating, consulting on, monitoring and adhering to budgets. The ability to analyze production desires and assess requirements regarding staffing, budgeting, and design.
- Experience creating and overseeing technical production, fabrication, installation and strike calendars and schedules.
- Strong organizational, leadership skills, and communication with the ability to work productively under pressure and meet deadlines.
- A broad but proficient understanding of all aspects of technical theatre, possessing excellent computer skills and knowledge of theatrical computer programs.
- Possessing excellent communication skills, the ability to manage shifting and competing priorities, exercise good judgment and discretion, and maintain a positive attitude in stressful environments are all essential attributes. The ideal candidate will excel in creating an environment in which all parties feel respected and heard.
- A valid driver's license in good standing.
- The ability to provide proof of, or acquire certifications and/or licenses, (first aid, CPR, COVID Compliance) if necessary.
- Full Covid vaccination required for employment.

Term of employment: Approximately May 29 – August 31.

Competitive Salary and private housing provided.

To apply: please send resume and cover letter to resumes@theatraspen.org with the subject line: Assistant Production Manager.

Theatre Aspen is an equal opportunity employer and understands that the work to create equitable theatre on and offstage is never done and we pledge to continually pursue equity, diversity, inclusion, and accessibility in our hiring, casting, education, and performance practices.