



**NEW STAGE THEATRE
PRODUCTION ASSOCIATE**

Reporting to the Production Manager and Artistic Director, the Production Associate supports the smooth operation of theatre productions by assisting with various aspects of the production process. The role requires strong organizational skills, attention to detail, and the ability to work collaboratively in a fast-paced, creative environment.

Notes and Requirements for the position of Production Associate

The Production Associate will:

- Work with the Production Manager, department heads, designers, and all other production staff to complete various elements of each production.
- Serve as the lead of the Props Dept. This will entail the creation of a prop list that considers a variety of factors such as affordability and period appropriateness and submitting the list for approval. Responsible for building, procuring, and maintenance of properties for all mainstage and education productions.
- Responsible for organization of properties areas and properties department.
- Although emphasis is on properties, production associate may work in other production departments, including sound, costume, lighting, painting and construction.
- Work with production staff to maintain all areas of the theatre as needed.
- Work as running crew for each production as needed.
- Assist with production elements for Unframed and Youth Acting Troupe productions.

The Production Associate works 40 hrs/week and is expected to work hours on the weekends and after 5:00pm at times, depending on the needs of the production. The position comes with an option for health insurance. Pay ranges from \$23,800 – 24,700 per year depending on experience.

Dates of Employment: Beginning January 14, 2025.

Interested candidates should send email with a cover letter, résumé, and a list of three references to submissions@newstagetheatre.com by December 20th.

For more information go to www.newstagetheatre.com

New Stage Theatre is committed to creating an inclusive environment for all employees.
Candidates of all backgrounds are encouraged to submit their information.