



**PRODUCTION ASSOCIATE  
Job Description for 2025-2026 Season**

Reports to the Technical Director & Production Manager.

The Production Associate will:

1. Work with Production Manager, Guest/Resident Designer, and all other production staff to complete all elements of each production, including construction, sound, lights, properties, and scenic artistry.
2. Work with production staff to maintain all areas of the theater as needed.
3. Work with production staff to maintain all tools and scenic elements.
4. Work as Running Crew for each production as needed.
5. May work as Master Electrician and setting up headset communications as needed and set by Technical Director or Assistant Technical Director.
6. May work as Properties Manager as needed and set by Production Manager/Technical Director.
7. Assist with production elements for Unframed and Youth Acting Troupe productions serving as liaison to productions staff.
8. Opportunity to work as designer and assistant designer in some capacity for Mainstage, Unframed series, and Educational touring shows as needed and to be decided within the season.

May be asked to assist the full-time staff in other capacities. There is an expectation that this position requires hours on the weekends and after 5:00 p.m. dependent on production.

**Dates of Employment:** August 12, 2025 – July 31, 2026

The Production Associate works 40 hours per week. When Production Associate works as running crew, the workday will be split into afternoon and evening shifts with an hour break in between. During the week before a show opens any overtime hours will be compensated in the following week.