

# NEW STAGE *Theatre*

New Stage Theatre is seeking a full-time **Production Associate** for 2024-2025 Season.

New Stage Theatre, a professional theatre in Jackson, Mississippi, is seeking a Production Associate for all mainstage shows for the current season. The Production Associate will work with and assist the 8-member production staff on all Mainstage Productions and ancillary events in all areas of production including construction, lighting, properties, and scenic artistry. There may also be opportunities to assist in costuming and sound. The production associate will work on running crew for all mainstage productions and will assist in supervising volunteers. The Production Associate will assist the artistic director, production manager and technical director with the general operation of the theatre.

The ideal candidate will have strong collaboration, communication and technical skills, be able to demonstrate high quality and standards; and a maintain a safe and supportive work environment. This is an excellent opportunity for recent college graduates to explore their production skills in an entry level position. Applicants should have theater production experience; Working knowledge and proficiency in programs including but not limited to: Excel, Word, Dropbox, AutoCAD and QLab; the ability to manage shifting and competing priorities; and knowledge of backstage protocols.

Previous experienced required and BA/BFA. This position reports to the Artistic Director and Production Manager. Salary is \$23,800 - \$24,700 per year, based on experience. Options for medical benefits up to 40% paid by company; one week paid vacation last week of December.

Start date: August 27, 2024

Interested candidates should send email with a cover letter, résumé, and a list of three references to [submissions@newstagetheatre.com](mailto:submissions@newstagetheatre.com) by July 31, 2024.

For more information and full job description go to [www.newstagetheatre.com](http://www.newstagetheatre.com)

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