



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 1, 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 April 15, 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.



**PRODUCTION ASSOCIATE**  
**Job Description for 2024-2025 Season**

Reports to Artistic Director and Technical Director

The Production Associate will

1. Work with Production Manager, Resident Designer, and all other production staff to complete all elements of each production.
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. Work as Master Electrician and setting up headset communications as needed and set by Technical Director or Assistant Technical Director
6. Work as Properties Manager as needed and set by Production Coordinator /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 Main stage, 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 6, 2024 – July 31, 2025

The Production Associate works 40 hours per week. When Production Associate works as running crew, the work day 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.

- With option for health insurance
- \$23,800 to \$24,700 per year depending on experience