



PRODUCTION ASSOCIATE

New Stage Theatre is seeking the position of full-time Production Associate for immediate employment.

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 eight-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 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 competitive, based on experience. Benefits included.

Start date: August 31, 2021.

Interested candidates should send email with a cover letter, résumé, and a list of three references to submissions@newstagetheatre.com by August 6, 2021.

Job Description

Reports to Artistic Director and Production Manager/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 Properties Manager as needed and set by Production Manager/Technical Director
6. Work as Technical Director for Unframed and Youth Acting Troupe productions
7. Opportunity to work as designer and assistant designer in some capacity for main stage and Unframed Series, as needed and to be decided within the season.