

**Actors Theatre of Louisville**  
**PRODUCTION ASSISTANT (SEASONAL)**

<b>Position:</b>	<b>Production Assistant (Seasonal)</b>
<b>Reports To:</b>	<b>Production Stage Manager</b>
<b>Department:</b>	<b>Stage Management</b>
<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Start Date:</b>	<b>08/05/2019</b>
<b>End Date:</b>	<b>04/12/2020</b>

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**About Actors Theatre of Louisville:**

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites applications for the position of Production Assistant (Seasonal).

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

**Summary of Position:**

This Production Assistant (PA) assists and supports the Stage Manager for a production and is focused primarily as a Child Talent Guardian for any production that involves young cast members, which involves supervising and supporting young performers. This PA oversees the backstage crew during performances and assigns duties as needed for the successful operation of the show.

The Essential Functions include, but are not limited, to the following:

**Essential Functions:**

- Attends all rehearsals, studio and onstage activities.
- Serves as the Production Assistant or Child Talent Guardian for productions as assigned per season.
- Attend production meetings, show wrap-up meetings, full staff meetings, and other mandatory trainings.
- Participate in weekly meetings with the Stage Management department to share theatre information, administrative protocols, deal with any unforeseen production issues, and to provide a forum for the education of the Apprentices.
- Participate in the mentorship opportunities involving Stage Management Apprentices. This will include staff meetings and one-on-one mentorship plans with other members of the Stage Management team.
- Maintain a safe working environment in rehearsal and onstage that conforms to the theatre's safety program as developed by the theatre's Safety Committee.
- Helps supervise the organization and cleanliness of backstage areas, including green rooms and kitchen spaces.
- Carry out other duties and responsibilities that may be assigned by direct supervisor or management.

**Essential Functions as a Production Assistant:**

- Work with the Production Stage Manager and production department managers to coordinate production needs for a show. Provide timely feedback about staff show crew to their supervisors to ensure a great backstage staff team.
- Follows LORT/AEA work rules and hours.
- During the rehearsal process, responsible for the daily set-up of the rehearsal space, tracking props, and distributing rehearsal call sheets and reports as directed by the Stage Manager.
- During performances, will create, maintain, and supervise the preset of stage and scene changes, and will provide communication between the calling SM and backstage.
- Supervise the creation, maintenance and accuracy of each production running sheets, and production check lists for management and archive purposes.

**Essential Functions as a Child Talent Guardian:**

- Serve as a liaison between Stage Management and the parents of young cast members.
- Actively engage with the young cast members for the duration of each rehearsal and performance, from first call to the end of day for the entire run of the show. This includes guiding the young cast members in completing schoolwork or other

tasks specified by parents/guardians when the young cast members are not needed in rehearsal or onstage performing.

- Serve as a role model to the children in the group through appearance, behavior and interpersonal interactions.
- Responsible for maintaining the safety and well-being of the young cast members during rehearsals, technical rehearsals, performances, and breaks. This includes staying with young cast members until their transportation from the theatre has arrived to pick them up.
- Coordinate with Stage Management to send and receive young cast members as they enter and exit the stage as possible.
- Escort child performers to and from costume fittings and other calls, as well as around the backstage areas of the theatre as necessary.
- Work with the Wardrobe Manager to coordinate the preparation, dressing and quick changes of young cast members.
- Assist young cast members with getting into costumes, hair and make-up and removal of stage make-up and effects.
- Teach and ensure young cast members observe proper backstage protocol and etiquette.
- Work with the Stage Management team to generate and maintain records of the young cast including, but not limited to, contact information, scheduling, blocking, costume tracking, and prop tracking.

**Knowledge, Skills, and Abilities:**

- Technical knowledge of safe working procedures, safety equipment and products for the stage.
- Knowledge and experience working with AEA, SDC, USA.
- Excellent interpersonal skills and the ability to work as part of a team.
- Well-developed verbal and written communication skills.
- Ability to lift and carry 25 pounds.
- Ability to bend, squat, crawl, walk, crouch, and kneel.
- Ability to work well in a stressful environment with many personality types.
- Ability to work long hours and to manage an irregular schedule including weekends and holidays.
- Ability to work with a vulnerable population as part of an individual show process.
- Ability to maintain artistic direction, rehearse understudies or replacements.

**Minimum Qualifications:**

- One (1) year of Stage management experience.
- Must successfully pass a background screening.
- Work a varied schedule including evenings and weekends.
- Understanding of the artistic process at a professional theatre.
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.

**Preferred Qualifications:**

- Computer proficient (Microsoft Office and/or IOS software, internet file sharing)
- Two (2) years of experience working with children under 18, and a passion for working with this age group.

**Compensation**

Compensation will be \$480/week, paid in bi-weekly installments. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off, a 403(b) retirement plan.

**To Apply:**

Applicants for this position should email cover letter, resume, and three (3) professional references to:

Paul Werner, Production Manager  
[pwerner@actorstheatre.org](mailto:pwerner@actorstheatre.org)

cc: Marie Tull, Human Resources Manager  
[mtull@actorstheatre.org](mailto:mtull@actorstheatre.org)

**No phone calls please.**

*Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.*