

OREGON **BALLET** THEATRE

KEVIN IRVING / ARTISTIC DIRECTOR

Title: Production Assistant/Assistant Stage Manager
Department: Production and School of Oregon Ballet Theatre
Position Status: Seasonal, Part-Time, Non-Exempt, Hourly
Effective Date: Upon Hire with Start Date of September 12, 2016

General Description: The Production Assistant will assist with the management and maintenance of Oregon Ballet Theatre's theatrical supplies, property and equipment, including floors, sets, lighting, and sound. The role assists in the supervision of rehearsals, performances and events in a theatre environment, covering the professional Company and as needed, the school dance company, OBT 2. The position reports to the Director of Production. The successful candidate will work independently and as a team player with senior production staff to ensure all productions and events operate and run in an effective and efficient manner. The role requires the ability to communicate and coordinate with various constituencies from artists and staff to third party vendors and contractors. A background in project management with knowledge of theatre operations, or previous experience as a theatre production assistant or assistant stage manager, with strong aptitude to manage deadlines and work in a dynamic environment are essential.

Essential Duties and Responsibilities:

- Assist in the preparation and organization of rehearsal, performance and event spaces in accordance with designers' plans and direction of senior artistic and production staff.
- Support from backstage rehearsal and performance runs.
- Manage production related inventory, tools, and supplies, including the acquisition of materials and props.
- Assist with maintenance of studios and rehearsal spaces, and archiving of Company's theatrical property.
- Arrange transportation as needed, including loading and driving the Company cargo van
- Good physical health with ability to lift at least 50 pounds in repetition.

Qualifications for Success:

- Positive attitude and exceptional work ethic.
- Strong written and verbal communication skills.
- Excellent attention to detail and organizational skills.
- Ability to work independently and with others as a team.
- Strong time and stress management skills.

Education and Experience:

- Minimum of 3 years' experience or equivalent knowledge of theatrical backstage operations with a proven track record of success in a highly dynamic environment.
- Proficiency in Q-Lab or similar theatre management software and Microsoft Office Suite applications, including Word, Excel, and PowerPoint.
- Basic math skills, understanding of budgets, and valid Oregon Drivers' License are required.
- Background or experience in dance preferred, but not required.

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.