EMPLOYMENT OPPORTUNITIES

Production Assistant
(to the yellow house, 10/5/21-11/21/21)

DEPARTMENT: Production
REPORTS TO: Stage Manager, Assistant Stage Manager, Production Department
LOCATION: La Jolla, California on the beautiful campus of the University of California, San Diego
FLSA STATUS: This is a full-time, temporary, non-exempt (hourly) position
COMPENSATION: $15.00 per hour
SCHEDULE: 10/5/21–11/21/21 Tuesday-Saturday, and some Sundays
HOW TO APPLY: Send cover letter, resume and references to: productionjobs@ljp.org. Please include in the subject line “Production Assistant/Yellow House”

ORGANIZATION OVERVIEW
La Jolla Playhouse is internationally renowned for creating some of the most exciting and adventurous work in American theatre. Founded in 1947, the Playhouse is now a not-for-profit, professional theatre in residence on the University of California, San Diego campus. Its mission is to advance theatre as an art form and as a vital social, moral and political platform by providing unfettered creative opportunities for the leading artists of today and tomorrow. The Playhouse’s brilliant and innovative productions of classics, immersive projects, new plays and musicals have merited over 300 major honors and 38 Tony Awards, including the 1993 Tony Award for America’s Outstanding Regional Theatre. These works include The Who’s Tommy, Billy Crystal’s 700 Sundays, the Pulitzer Prize-winning I Am My Own Wife, Memphis and international sensation Jersey Boys.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

STATEMENT OF JOB
Under the direction of the Stage Management Staff and Production Management, the Production Assistant serves as a key member of La Jolla Playhouse’s Stage Management Staff. The Production Assistant is responsible for assisting the Stage Manager and Assistant Stage Manager with everyday activities during the rehearsal, tech, and preview process. The position assists the administrative processes that ensure successful implementation of the artistic vision.
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The strongest candidate will be familiar with the stage management role in a theatrical setting and have a desire to deepen their understanding of the theatre process.

ESSENTIAL JOB DUTIES

- Under direction of the Stage Management team, assists with rehearsal, tech and performance duties
- Attend production meetings, run throughs, tech rehearsal, previews, and note sessions as requested by the Stage Management Staff or Production Management
- Under direction of the Stage Management team, assists with running the rehearsal room including but not limited to tracking props & costumes, managing schedules, being on book, incorporating script updates, gathering and communication information and maintaining rehearsal room resources
- Function in a professional and collegial manner when collaborating with all theatre personnel, professional creative teams, staff, management and other visiting artists
- Other duties as assigned

REQUIREMENTS & PROFICIENCIES

- Working familiarity of theatrical procedures and practices
- Ability to pivot as priorities change in rehearsal room
- Ability to communicate in a polite, respectful, and calm manner with multiple groups of people
- Ability to apply critical thinking, attention to detail, problem solving, and organizational skills during the rehearsal process
- Computer skills: PC, Word, Excel, and Qlab preferred. Final Draft a plus
- Ability to lift up to 25 lbs and push/pull up to 35 lbs
- Ability to sit for up to 4 hours at a time and stand up to 3 hours at a time
- Access to reliable transportation
- Ability to work 8- to 14-hour days, occasionally nights and weekends, occasionally 6 days in a row

Updated 6/11/21