

Production Assistant, *Bhangin' It*

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 temporary, non-exempt (hourly) position

COMPENSATION: \$18.00 per hour

SCHEDULE: 1/18/22 – 3/20/22, Tuesday – Sunday

HOW TO APPLY: Submit a resume and cover letter to productionjobs@ljp.org. Please include in the subject line "Bhangin' It/Production Assistant"

ORGANIZATION OVERVIEW

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 105 world premieres, commissioning 60 new works, and sending 33 productions to Broadway, garnering a total of 38 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre. These works include the Broadway hits *Come From Away*, *Diana* and *Memphis*, all directed by Ashley; *The Who's Tommy*; the Pulitzer Prize-winning *I Am My Own Wife*; and *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. The strongest candidate is familiar with the stage management role in a theatrical setting and has a desire to deepen their understanding of the theatre process.

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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 communicating information and maintaining rehearsal room resources.
- Perform other duties as assigned in collaboration with theatre personnel, professional creative teams, staff, management and other visiting artists.

REQUIREMENTS & PROFICIENCIES

- Working familiarity of theatrical procedures and practices.
- Ability to pivot as priorities change in rehearsal room.
- Strong interpersonal skills including tact, diplomacy, flexibility and a positive and friendly disposition.
- Ability to apply critical thinking, attention to detail, problem solving, and organizational skills during the rehearsal process.
- Computer skills desired: Word, Excel (Qlab, Final Draft, PC).
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

PHYSICAL REQUIREMENTS

- Moving about to accomplish tasks or moving from one site to another.
- Adjusting or moving objects up to 50lbs with assistance in all directions.

Updated 9/2/21