

WOW Production Coordinator

DEPARTMENT: Production

CLASSIFICATION: Seasonal, Exempt (Salaried), not benefit eligible

LOCATION: La Jolla, California on the beautiful campus of the University of California, San Diego

SCHEDULE: Regular full-time weekday work during planning; weeknights, weekends, and extended hours during load in, festival, and load out

REPORTS TO: Associate Production Manager

WORKS WITH: WOW Producer, WOW Operations Manager, LJP Staff, Local and International Artists & Designers

COMPENSATION: \$1200/week

TO APPLY: Submit a cover letter and resume to productionjobs@ljp.org. Please include in the subject line – “WOW Production Coordinator”

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

The WOW Production Coordinator, under the direction of the Associate Production Manager, is primarily responsible for the production management of LJP's annual Without Walls (WOW) Festival, including managing staff, communicating and coordinating with vendors, on-site production teams and artists, coordinating all work across multiple production areas, and ensuring that WOW productions open on time and within budget.

This position will work in person at the offices at LJP during planning with site visits to festival location, and work at festival location for load in through load out.

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ESSENTIAL JOB DUTIES

- In collaboration with the Associate Production Manager, oversee and manage the execution of all production elements for La Jolla Playhouse's WOW Festival including planning, load in, festival, and load out.
- Assist the Associate Production Manager in creating and maintaining WOW production budgets.
- Assist the WOW Producer and Associate Production Manager, evaluating locations for WOW programming.
- Track all WOW production and show related expenditures and maintain an updated WOW forecast.
- Schedule and lead meetings and technical conversation with WOW Artists and communicate information across La Jolla Playhouse departments.
- Create and maintain labor plans and production schedules.
- Coordinate all production rentals including lights, sound, staging, power, etc. and create company rental agreements as needed.
- Design and execute all backstage and production support areas.
- In collaboration with the Associate Production Manager, hire, train, and lead WOW Festival Production staff.
- In collaboration with the Operations Manager, evaluate risk for WOW activities and ensure the festival operates in accordance with current health and safety regulations and best theater practice.
- Attend regular WOW team meetings.

REQUIREMENTS & PROFICIENCIES

- 1-3 years' experience in Project Management or equivalent.
- Ability to read and interpret information from technical design drawings.
- Demonstrated computer skills including G-Suite, Dropbox, Microsoft Office.
- Budget management experience preferred.
- Demonstrated creative judgment, excellent problem-solving skills and attention to detail.
- Excellent time management skills.
- Working knowledge of and willingness to promote current health and safety practices in the theater industry.
- Ability to work within specific deadlines, adapt to changing priorities, and manage numerous projects concurrently.
- Excellent communication and interpersonal skills.
- Ability to work extended hours including nights and weekends during load in, festival and load out.
- Ability to drive rented La Jolla Playhouse vehicles, including being accepted on LJP's vehicle insurance policy.
- Being fully vaccinated against COVID-19 by an FDA approved vaccine is a condition of employment.

PHYSICAL DEMANDS

- Frequently travels from one site to another during load in, festival and load out.
- Frequently moves items weighing up to 25 pounds during load in, festival and load out.

PRODUCTION SCHEDULE

Position Start Date: January 3, 2022
Load In: April 18, 2022
Festival: April 21, 2022 to April 24, 2022
Load Out: April 25, 2022
Position End Date: April 29, 2022

Updated 10/28/21