Production Assistant

Salary: $16.00/hour overtime eligible with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Director of Production, Stage Manager
Status: Full-time, non-exempt (40 hours)
Benefits: Yes

Who we are

The pandemic shutdown gave us a chance to pause. We used the time to listen, deliberate, and reflect. We looked at ourselves, and we looked at our home city—one that is mixed across differences such as race, language, sexual orientation, culture, gender identity, and more. At our core, we became consciously aware that we do not reflect the breadth and beauty of diversity the way we could and should.

As we re-opened our doors, we at Hartford Stage seized the moment to take intentional, deliberate actions to truly become Hartford’s stage.

Who we’re looking for

Maybe you’ve worked in engineering, teaching, hospitality, carpentry, or IT. Maybe you were a bartender, a ride-share driver, a nurse, or an HR manager. Maybe you’ve been looking for a different place with new scenes and fresh lighting for a while, or maybe theater has been your life for a long time, and you can’t wait to get back. This role could be that opportunity.

The position we’re filling

As the Production Assistant you will be assisting the stage management team in the preparations for rehearsal and performances. This could include preparing scripts, coordinating rehearsal props and costumes, assisting with running backstage area during technical rehearsals and performances. You will have the opportunity to learn and grow under established stage managers working on all of the shows Hartford Stage produces.

What you’ll be doing

- Assisting with prep for rehearsals and performances
- Preparing Scripts
- Assisting Properties Manager with gathering rehearsal props
- Assisting Costume Manager with gathering rehearsal costumes
- Preparing the rehearsal hall and backstage area, including making coffee and tea, ensuring cleanliness of areas
- Purchasing of office supplies for rehearsal hall and backstage areas
- Assisting Stage Management with daily communication to actors, directors, run crew, and production staff regarding call times, schedules, and fittings
- Running rehearsals and performances may include being “on book”, taking lines notes, taking and relaying prop notes, performing scene shifts, locking up actor valuables, recording blocking, assisting with wardrobe quick changes, and running rehearsal sound cues.
- Helping Stage Management prepare for transference of production from rehearsal hall to theatre
- During run of show ensure all props are maintained and in good repair, coordinating with Props Manager.
• Maintaining Stage Management files on Hartford Stage computer network.
• Assisting with projects deemed necessary by Director of Production and/or Stage Management.

**What you bring**

Excellence in:
• Verbal and written communication and interpersonal skills
• Time management, prioritization, and attention to detail
• Creative problem solving
• A willingness to learn
• Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on the rehearsal process
• A valid driver’s license

Bonus Points:
• Bilingual
• Pre-existing background in stage management

**What we bring**

• A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
• An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
• A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
• A once-in-a-career opportunity to make an impact in the field and in the Hartford community

**A place where everyone belongs**

Since our re-opening, post the pandemic shutdown, Hartford Stage has been actively engaged in reducing bias in all we do, and in the way we think about and practice equity, diversity, and inclusion—from drafting job postings to the performances we bring to our stage. It all begins with a workplace where every voice is heard, where every person is seen—a place where everyone belongs.

We look forward to welcoming you into the conversation. All are encouraged to apply.

Please email your letter of interest and most current resume to hr@hartfordstage.org

_Hartford Stage has a mandatory COVID vaccination policy for all employees. Details on the policy, as well as procedures for seeking reasonable accommodations relating to disability or religious practice, will be provided to all candidates for employment during the interview process._