



MATT AUGUST

KASSER FAMILY
ARTISTIC DIRECTOR

GERI WRIGHT

EXECUTIVE DIRECTOR

Production Assistant

Full-Time Seasonal Non-Exempt

Salary: \$16/Hour

Reports to Production Management

Tucson based

Updated June 2024

Arizona Theatre Company is the state's only LORT theatre, as well as the only LORT theatre in the country that produces in two cities- Tucson and Phoenix Metropolitan Area. Under the leadership of Executive Director Geri Wright and Kasser Family Artistic Director Matt August, ATC produces 5-6 mainstage shows, various workshops and galas each year. Shows are built, rehearsed, and opened in Tucson at the Temple of Music and Art, and then move to the Phoenix Metro Area at our new home at the Tempe Center for the Arts.

Arizona Theatre Company strongly encourages candidates from underrepresented communities within the industry to apply.

Overview

The Stage Management Apprentice will work closely with the stage management team to ensure a smooth process from prep to closing of each show they are assigned to.

Essential Functions:

- During rehearsals, work with stage management team to track scenic, props, and costumes and communicate any changes or pertinent information to other departments.
- Perform script maintenance & provide line notes.
- Oversee the safe and efficient setting of show scenic elements and properties backstage for each performance.
- Run a show track which may include work on stage.
- Take part in all production meetings.
- Ensure a smooth transfer of the show to Phoenix, including training of new run crew.
- All other duties as assigned by the Production Manager.

Qualifications

- Experience in technical theater and stage management.
- Effective communicator and collaborator with ATC staff, guest artists and crew.
- Attentive to detail, accountable, and skilled in time management.
- Intermediate to advanced knowledge of Microsoft products, including the Office 365 Suite.

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PHOENIX, ARIZONA 85001

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TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Preferred Skills

- Effective communicator and collaborator.
- Attention to detail, accountability, and skilled in time management.
- Demonstrated problem solving skills.
- Ability to obtain a valid driver's license.

Physical & Scheduling Requirements

- Must be able to lift and move items weighing 30 pounds.
- Available to work nights and weekends. Work days could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies required based on production schedules.

HOW TO APPLY: Please send a resume and a cover letter with references to Jamie Lara at productionjobs@arizonatheatre.org. Please put "Production Assistant" in the subject line.