



MATT AUGUST
KASSER FAMILY
ARTISTIC DIRECTOR

PO BOX 61893
PHOENIX, ARIZONA 85082

PO BOX 1631
TUCSON, ARIZONA 85702

833-ATC-SEAT
ATC.ORG

Production Assistant

Full-Time Seasonal Non-Exempt

October 28, 2025 – April 26, 2026

Salary: \$16/Hour

Reports to Assistant Production Manager

Tucson based

Updated May 2025

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. ATC produces 5 mainstage shows, as well as various readings and workshops 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 the Tempe Center for the Arts.

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

Overview

The Production Assistant will report to the Assistant Production Manager and work under the direction of the Stage Manager and Assistant Stage Manager(s) to ensure a smooth process from prep to closing of each show they are assigned to.

There are two Production Assistants who will be assigned to alternating shows. In the event of time between shows, the Production Assistant may be assigned to crew roles for other shows and/or tasks in the production office.

Essential Functions:

- During rehearsals, track props, costumes, and scenic moves as directed by the Stage Manager and Assistant Stage Manager.
- Be on book for performers, provide line notes, and perform script maintenance.
- During tech and performance, safely and efficiently set and check props and scenic elements in collaboration with the Assistant Stage Manager.
- Run a show track and work with the Assistant Stage Manager to create and maintain an accurate run sheet. Show track may include operation of the fly rail and/or moving scenic elements, as well as assisting in quick changes and/or wardrobe show-run tasks.
- Under the direction of the Stage Manager and Assistant Stage Manager, support the training of any additional run crew staff.
- Attend production meetings and take notes as requested by the

Assistant Production Manager.

- Keep the company calendar updated for assigned shows.
- Be aware of the artistic intentions of the show and standards of the company and uphold the production's quality throughout the run.
- Maintain a clean and safe workspace onstage, backstage, in the rehearsal hall, and production office.
- Represent ATC's values with professionalism to Guest Artists and Stage Managers.
- When in between shows, assist with various production tasks which may include maintaining and organizing stage management supply inventory, maintaining archival records, and working with other departments such as props or electrics.
- All other duties as assigned by the Assistant Production Manager.

Qualifications

- Experience in stage management and technical theatre.
- Intermediate to advanced knowledge of Microsoft products, including the Office 365 Suite.
- Familiarity with Actor's Equity Association.

Preferred Skills

- Desire to learn and ability to take direction.
- Ability to communicate and collaborate efficiently, professionally, and with respect to the chain of command within a production.
- Skilled in time management, attention to detail, accountability, and problem-solving.

Physical & Scheduling Requirements

- Must live in or relocate to Tucson, Arizona.
- Must be able to lift and move items weighing 30 pounds.
- Must work nights and weekends. A typical workweek is 6 days with Monday being the day off. Workdays could be long and could include long periods of time either sitting or standing.
- Short Phoenix residencies are required based on production schedules. Company housing is provided during these times.

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

Arizona Theatre Company is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, color, age, sex, sexual orientation, religion, disability, or national origin.