

## **PRODUCTION MANAGEMENT APPRENTICE**

### **GENERAL DESCRIPTION**

The Production Management Apprentice will work with the Associate Producer, Production & Company Manager, and RHT Artistic Staff in order to gain an appreciation for and an understanding of the various artistic, production, and management responsibilities associated with not-for-profit theatres. The apprentice will assist in the coordination of shared information among the theatre staff and artists, and perform dramaturgical duties as requested. This apprenticeship increases communication, organization, and research skills, and will include consistent and structured contact with artistic and technical production staff, as well as seasonal designers, actors and artisans. Opportunities may exist for the apprentice to assist in the rehearsal and/or performance process.

### **TASK LIST**

- Provide administrative support to the Production & Company Manager, Producing Artistic Director and Associate Producer.
- Research, request, order, catalog, and manage scripts for the theatre.
- Process all bills and charges for the production department
- Enter and track production department expenses through database software
- Maintain communication among related parties on behalf of the theatre and/or production department through letters, contracts, emails, and meeting minutes.
- Organize and maintain the production files and databases.
- Coordinate auditions and artist hiring processes with artistic staff on theatre's behalf.
- Field telephone calls to production and artistic offices, providing friendly, prompt, efficient, and professional customer service.
- Assist with coordination of "The Kitchen" (RHT's artist laboratory)
- Provide general administrative and programmatic support to the production department and other RHT departments as needed,

*Note: Many activities of the theatre occur outside of normal business hours.*

### **ORGANIZATIONAL STRUCTURE**

The Apprentice Program is managed by the Director of Education & Outreach. The Production Management Apprentice is directly supervised by the Production & Company Manager.

### **COMPENSATION**

Apprentices are paid \$7.20 per hour based on a 40 hour work week and receive all non-exempt fulltime employee benefits including health insurance.

### **PREFERRED PRIOR EXPERIENCE**

Bachelor's Degree (or completion of degree within 1 year).

Excellent computer skills required; experience in Microsoft Access, Excel, Word and Outlook as well as Calendar Creator preferred.

Excellent organizational skills.

Demonstrated professionalism and customer service skills.

Ability to handle multiple tasks and projects concurrently.

General understanding of theatre production: the various production areas, roles, and their relationships to mounting a show.