

# CREEDE REPERTORY THEATRE

*your theatre, always*

## Production Assistant

**Reports to:** AEA Stage Manager, Production Manager

**Supervises:** Production Assistant

**Job Type:** Seasonal, Salaried, Exempt

**Ideal Contract Dates:** May 1<sup>st</sup> through August 25<sup>th</sup> OR May 21<sup>st</sup> through September 15<sup>th</sup>

### Essential Duties and Responsibilities

- Assist in leading and scheduling rehearsals for a season of repertory shows operating in two performance spaces a wide range of rehearsal spaces. CRT operates under a LOA-LORT D, having special provisions and considerations pertaining to CRT.
- Assist in assemble and maintain the Prompt Book which is defined as the accurate playing text and stage business, together with such cue sheets, plots, daily records, etc., as are necessary for the actual technical and artistic operation of the production.
- Assist in all matters of running the backstage during performances.
- Assist in scheduling with Costume Shop Managers all costume fittings and consult on all equity needs for haircuts, undergarments, call times, etc.
- Be present at all assigned performances and perform agree upon role to the best of their ability.
- Participate in load in and strike of CRT's productions as well as assisting in changeover as needed.
- Participate in any special company functions or publicity functions required by CRT.
- Perform any other reasonable duties as assigned by your supervisor or staff supervisor that should be necessary to meet the needs of CRT and your department.

### Qualifications, Experience and Skills

- Minimum of two years of stage management experience.
- Must have strong organizational, communication and interpersonal skills.
- Have the ability to use Microsoft Office and other office software.
- Show enthusiasm to work and create a respectful, inclusive and fast pace environment.

### About Creede Repertory Theatre

Founded in 1966, Creede Repertory Theatre (CRT) is a professional theatre company located at 9,000 feet in a spectacular location in the San Juan Mountains of Colorado. The historic town of Creede offers beautiful mountain views, hiking trails and stunning campsites. Each season, CRT produces 7-10 plays in rotating repertory, hosts numerous musicals events and concerts, develops new works through the Headwaters New Play Program, and creates nationally recognized educational programs. As part of its values, Creede Repertory Theatre is dedicated to Equity, Diversity, and Inclusion in every aspect of the company and is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

### How to Apply

To apply for this position or any other production position at Creede Repertory Theatre, visit [www.creederep.org/work-at-crt/](http://www.creederep.org/work-at-crt/) between November 1<sup>st</sup> through February 15<sup>th</sup>. Please no phone calls.