



Job Description

Position: Production Assistant
Reports To: Production Manager
Status: Part Time – Non-Exempt
Pay: \$18 per hour
Schedule: **Typically 5-10, but up to 10-20** (no more than 35) hours per week, including days, nights, weekends, and holidays as required by the ACOA performance schedule; hours vary

Role Summary

The Academy Center of the Arts (ACOA) Production Assistant provides general production support in all performance venues on the ACOA campus including the Historic Academy Theatre (800 capacity), the Joy and Lynch Christian Warehouse Theatre (300-600 capacity), and the Music Hall at 722 Commerce Street (120 capacity). Production support may include, but is not limited to, working within the areas of: lighting, audio, rigging, projections, and scenic. A familiarity with some of these areas is required. A desire/ability to gain knowledge and specific skills in production is more important than incoming specialized skills. This position reports directly to the Production Manager (PM).

Essential Duties & Responsibilities

- Provides basic production support (lighting, audio, projections, rigging, etc.) for ACOA events as needed.
- Becomes familiar with and gains the ability to run lights, audio, and projections at all ACOA event venues.
- Attends production and department meetings as needed.
- Possesses the ability to read and understand technical riders for touring performers.
- Act as a liaison to renters and outside performers for the rest of the organization regarding production needs.
- Works with the production team to prepare, set up, and run technical needs for productions and events, and assists in load-in and load-out as needed.
- Ensures that event reports are completed after each performance/event as needed.
- Offers hands-on engagement in production work as needed.

Minimum Requirements

- Proficiency in general technical theatre knowledge (lighting, sound, rigging, scenic design and technology, carpentry, and safety)
- Excellent verbal and written communication skills
- Proficiency with computer technology
- Ability to work in a fast-paced and often changing environment
- Excellent organizational skills and ability to multitask

- Ability to utilize and maximize resources
- Ability to collaborate and creatively problem solve
- Ability to lift a minimum of 50lbs
- Ability to stand for long periods
- Ability to work long shifts as needed per performance needs

Preferred Work Experience

- Experience in projection and video design
- Experience with Grand MA, ETC family series
- Video networking with Crestron systems
- Experience with digital audio consoles