**Production Associate**

San Francisco Playhouse

**As of:** 10/12/2023

**Status:** Part-time, Non-Exempt

**Reports to:** Production Manager

**Schedule:** 20-25 hours regularly**.** Friday - Monday; Occasional 40hr work weeks Load-in, tech, previews and strike.

**Responsibilities Include:**

* Set up rehearsal space per show, including mailboxes, taping the set , restocking supplies, strike after last show
* Maintain organization of the rehearsal space, keeping it stocked when in use
* Attend, and help prepare for all table reads and design runs
* Assist with show required maintenance (costumes, props, set, sound, video etc.)
* Assist with set up, breakdown, and all needs during load in/ tech as requested by the Production Manager (including projection set up, tech tables, sound board, cameras, video, etc.)
* Assist production manager/ production coordinator with helping designers, director, stage manager, master electrician, technical director, backstage crew during tech and previews.
* Maintain the organization and stock of the green room, stage management booth and back of proscenium
* Make sure all dressing rooms have heater, fan, purifier and soap between each tech
* Report needs of backstage and green room supplies to Production Manager
* Assist with pulling props for rehearsals
* Assist with delivering things to rehearsals
* Keep office supplies tally for rehearsal space report when needed.
* Attend load-in and strike walk through meetings
* Acts as back up for run crew.
* Any other tasks as assigned by the production manager

**Physical Requirements:** Must be able to lift 40lbs, be comfortable on a ladder, familiar with the safe operation of hand and power tools, be able to stand for long periods of time and able to travel via stairs.

**Salary:** $25.00 - $27.00 per hour

**Benefits:**

* Employee assistance program
* Employee discount
* Flexible schedule
* Paid time off
* Parental leave
* Retirement plan