



## 2017 SUMMER SEASON PRODUCTION & ADMINISTRATION POSITIONS

Join the Theater at Monmouth Summer Company for Season 48. The 2017 Summer Repertory includes: Shakespeare's *Othello* and *Macbeth*; Moliere's *Learned Ladies*; Chakrabarti's *Red Velvet*; Richard Greenberg's *Three Days of Rain*; and *My Father's Dragon* adapted by Dawn McAndrews.

TAM's summer season is a true ensemble of more than 50 theatre artists from all over the country. We rehearse and perform in repertory in Cumston Hall, a 250-seat Victorian opera house; rehearsals take place in our newly renovated Grange Hall. Scene shop, costume shop, and storage all onsite.

Most contracts run from June 6th through August 22nd, although some production contracts end on July 30th. All contracts include housing (for non-Maine Residents), meals, and the opportunity to spend your summer presenting classic plays for appreciative audiences.

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### **Available Positions**

#### Production

**Production Manager:** Responsible for all areas of production including: managing design schedules and deadlines; overseeing work schedules and budgets; planning changeover and repertory storage; supervising all production heads; communicating with administrative and design staff; maintaining and upgrading all equipment and inventory; overseeing all safety and emergency management programs; managing venues and facility maintenance. Directly supervises Technical Director, Costume Shop Manager, Master Electrician, Sound Engineer, and Props Designer. Full Season Contract.

**Costume Shop Manager:** Responsible for oversight of daily costume shop activities; managing work schedules and budgets; coordinating fitting schedules with stage management, purchasing materials and stock; developing costume paperwork; interpreting design sketches; overseeing of garment construction and procurement; supervising fittings and alterations; communicating with administrative and design staff; maintaining and upgrading equipment and inventory; attending dress rehearsals and production meetings; mentoring Costume Intern; assisting in safety and emergency management programs. Directly supervises Cutter/Draper, First Hand, Wardrobe Supervisor, and Costume Intern. Prep and build period only.

**Cutter/ Draper:** Responsible for taking designs and turning them into a wearable garments including pattern making, draping, tailoring, and construction. Works with Costume Shop Manager to allocate staff time and budget as well as providing instruction to first hand and/or stitchers. Other responsibilities include labeling, sorting, and restocking patterns and costumes; organizing project areas; attending fittings; measuring actors; mentoring Costume Intern, and fabric/costume maintenance. Prep and build period only.

**First Hand/ Stitcher/ Crafts:** Responsible for assisting in costume shop operations; costume, garment, and craft construction; assisting with procurement of materials and garments; assisting

with fittings; performing alterations and assisting with special projects as required. Prep and build period only.

**Technical Director:** Responsible for managing daily scene shop activities including: developing work schedules and cost estimates; purchasing materials and maintaining stock; supervising scenery construction and load-in; updating and communicating with administrative and design staff; maintenance and upgrade of shop equipment and inventory; assisting in safety and emergency management programs; supporting venue and facility maintenance and upgrade. Directly supervises Assistant Technical Director, Master Carpenter, and a Scene Shop Intern. Prep and build period only.

**Assistant Technical Director//Stage Operations Manager:** Responsible for assisting in daily scene shop activities; drafting construction plans; supporting construction and load-in; managing changeovers; assisting in maintenance and upgrade of equipment and inventory; developing plans for rep and storage of scenery; supporting strike of scenery and props; assisting in safety and emergency management programs; assisting in venue and facility maintenance and upgrade. Full Season.

**Master Carpenter:** Responsible for assisting in scene shop operations including scenery construction, rigging, and scenic painting; assisting with scenery load-in; maintaining shop equipment and supplies; assisting with other special projects as required. Prep and build period only.

**Master Electrician:** Responsible for managing all electrics activities including light hang and focus; managing work schedules and budget; overseeing maintenance and upgrade of equipment and inventory; performing board operator responsibilities for assigned shows; attending technical rehearsals and production meetings; creating and implementing plans and paperwork for rep of shows; developing strike plan for lighting equipment; assisting in safety and emergency management programs; assisting in other special projects as required. Supervises and mentors Lighting/Sound Intern(s). Full Season.

#### Administration

**Box Office & Special Events Assistant:** Responsible for supporting all box office operations including: taking and processing subscriptions, group, complimentary, and single ticket sales as well as maintaining and updating the database. Additional duties include organizing and facilitating special events throughout the season and assisting with volunteer management. Must be highly organized and able to multi-task. Experience with MS Office Suite and knowledge of Choice ticketing and current AED, First Aid, and CPR Certifications a plus.

#### **To Apply**

Please email resume, contact information for three references, and letter of interest to Dawn McAndrews, Producing Artistic Director, at dawn@theateratmonmouth.org.