



## 2019 SUMMER SEASON PRODUCTION & ADMINISTRATION POSITIONS

Join the Theater at Monmouth Summer Company for Season 50. The 2019 Summer Repertory includes: Shakespeare's *Hamlet* and *Merry Wives of Windsor*, Lynne Nottage's *Intimate Apparel*; Ken Ludwig's *Baskerville: A Sherlock Holmes Mystery*; Kinoshian and Blair's *Murder for Two*; and *The Jungle Book* adapted from the stories of Rudyard Kipling.

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 recently renovated Grange Hall. Scene shop, costume shop, and storage all onsite. Most contracts run from June 4th through August 18th, although some production contracts end July 28. Contracts include housing (for non-Maine Residents) 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 production heads; communicating with admin and design staff; maintaining and upgrading inventory; overseeing safety and emergency management. Directly supervises Technical Director, Costume Shop Manager, Master Electrician, Sound Engineer, and Props Master. Housing (for non-Maine residents) provided. Full Season.

**Costume Shop Manager:** Responsible for oversight of daily costume shop activities; managing work schedules and budgets; coordinating fitting schedules; developing paperwork; interpreting designs; overseeing garment construction and procurement; supervising fittings and alterations; maintaining and upgrading inventory; attending dress rehearsals and production meetings; mentoring staff and 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 translating designs into wearable garments including pattern making, draping, tailoring, and construction. Works with Costume Shop Manager to allocate staff time and provides instruction to first hand and stitchers. Other duties include labeling, sorting, and restocking patterns and costumes; attending fittings; measuring actors; 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 and a Scene Shop Intern. Prep and build period only.

**Assistant Technical Director:** Responsible for assisting in daily scene shop activities; drafting construction plans; supporting construction and load-in; assisting in maintenance and upgrade of equipment and inventory; developing plans for rep and storage of scenery; assisting in safety and emergency management programs; assisting in venue and facility maintenance and upgrades. Prep and build period only.

**Props Master/Scenic Artist:** Responsible for creating and updating prop lists; building and procuring rehearsal and performance props; assisting with furniture construction and upholstery; managing props budget; supporting painting for all sets; communicating with artistic and production staff; attending technical rehearsals and production meetings; mentoring Props/Scenic Painting Assistant/Intern; assisting in safety and emergency management programs. Prep and build period only.

**Props/Scenic Art Assistant:** Responsible for assisting in scene shop operations including props/scenery construction and procurement and scenic painting; assisting with props/scenery load-in; maintaining shop equipment and supplies; assisting with other special projects as required. Prep and build period only.

**Non-AEA Stage Manager:** The Non-AEA Stage Manager is part of the stage management team in rehearsal and backstage. Duties include prop tracking, daily paperwork, blocking and Line notes, and backstage support. Stage Manages non-AEA production and special events. Full Season.

**Master Electrician:** Responsible for managing all electrics activities including light hang, focus, and strike; managing schedules and budget; overseeing maintenance and equipment inventory; programming during tech and board operator as necessary; attending technical rehearsals and production meetings; creating plans and paperwork for rep; assisting in safety and emergency management programs. Designs Family Show. Supervises and mentors Lighting/Sound Intern(s). Full Season.

**Wardrobe Supervisor:** Responsible for managing costume repertory, wardrobe maintenance, and repair; assisting in costume construction, fitting, alterations, and load-in; managing show-related wardrobe issues including quick changes and dressing; assisting in safety and emergency management programs; and coordinating wardrobe strike including delivery of dry cleaning, sorting, labeling, and creating necessary paperwork to ensure proper return of all rented/borrowed items. Directly supervises Costume Intern during repertory. 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 Patron Manager 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.