2022 SUMMER SEASON
PRODUCTION & ADMINISTRATION POSITIONS

Join the Theater at Monmouth Summer Company for Season 53. Plays Under Consideration for TAM’s 2022 Summer Repertory include: Shakespeare’s Comedy of Errors and Antony & Cleopatra; Amphitryon adapted from Plautus by Moliere; Lysistrata by Aristophanes; Pandora and Her Top Secret and Exceptionally Important Scientific Mission by Sarah Biersock, and one other play to be determined.

TAM’s summer season is a true ensemble of more than 50 theatre artists from across Maine and all over the country. We rehearse and perform in repertory in Cumston Hall, a 250-seat Victorian opera house; rehearsals take place in our renovated Grange Hall. Scene shop, Costume shop, and storage all onsite. Intern contracts run from June 6th through August 22nd. All contracts include housing (for non-Maine Residents) and the opportunity to spend your summer presenting classic plays for appreciative audiences.

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 Managers, Master Electrician, Sound Engineer, and Props Master. Housing (for non-Maine residents) provided. Full Season.

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.
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.

Lighting & Sound Technician: Responsible for managing all electrics & sound 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.

Available Positions: 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.