OPERATIONS & PRODUCTION ASSISTANT

BACKDOOR THEATRE

JOB DESCRIPTION

FLSA Category: Non-exempt
Supervising Position: Executive Managing Director
Supervises: N/A

Mission: To enrich, educate, and entertain the Greater Wichita Falls area through the performing arts.

Summary Description: To assist the Executive Managing Director and the Artistic and Technical Directors.

Responsibilities:

- Assist with all technical aspects of mounting a theatrical production, such as sound, lights, scenery, and other equipment and other needs.
- Work with the Artistic and Technical Director to maintain the facility and all equipment in a clean and safe manner.
- Work with volunteers and staff to safely create sound, lighting, and scenery.
- Assist with Front of House needs during performances.
- Perform a variety of administrative tasks as needed.

Specifications:

- Ability to safely use a variety of hand tools required.
- No convictions for violent offenses or crimes involving children are required.
- Clear driving record required; reliable transportation preferred.
- Ability to lift and move up to 50 lbs required.
- Ability to safely work at heights required.
- Ability to work evenings and weekends required.