



BACKDOOR THEATRE

& The W. Erle White Theatre Center
the theatre we love in the heart of downtown!

OPERATIONS & PRODUCTION ASSISTANT

- Part-time: up to 30 hours/week
- \$16/hour
- **PREREQUISITES:**
 - Must pass a complete background check
 - Must possess a valid driver's license, access to reliable transportation preferred
 - Education and Experience:
 - **REQUIRED:** Any combination equivalent to a high school diploma/GED supplemented by coursework in stagecraft, theater production, or related field
 - **PREFERRED:** Additional 2+ years of work experience assisting in lighting, sound, set construction, or related stage production areas
 - Knowledge/Areas of Expertise Preferred: Methods of lighting, sound, and stagecraft/construction and types and uses of lighting, sound, stage, and shop equipment.
 - Knowledge of basic record-keeping techniques
 - Knowledge of health and safety regulations.
- **KEY JOB DUTIES:**
 - Assist with all technical aspects of mounting a theatrical production. This includes (but is not limited to): the building of all sets/scenery and properties including working from blueprints, diagrams, plans, or drawings; hanging/focusing/programming/running of all lights, sound, and projections; building and maintaining costumes and costume storage
 - Assist in all back-of-house technical and shop spaces
 - Ensure that all spaces owned and occupied by Backdoor Theatre are properly cleaned and well maintained
 - Assist in the running of Front of House as needed at each performance
 - Must have the ability to work with, lead, and mentor volunteers, including minors. This includes training on any special theatre equipment, general hand tools, leading/organizing work calls, etc.
 - Operate a variety of hand and power tools and technical equipment used in theater productions; observe safety precautions and regulations.
 - Assist in any administrative duties as needed
 - Other duties as assigned
 - This position will report to Managing Director and Artistic/Technical Director
- **WORKING CONDITIONS:**
 - Must be able to lift and carry loads sometimes in excess of 50 pounds
 - Must be able to work in high places such as ladders, lifts, and grids above performance stages.
 - Must be able to work evenings and weekends

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940.322.5000 | Tax ID: 75-1384180 | www.backdoortheatre.org