

Assistant Production Manager

The Public Theater is seeking a positive and outgoing Assistant Production Manager to join our staff! Each Assistant Production Manager reports to a Production Manager and works closely with their PM on assigned projects. All Assistant Production Managers collaborate with staff across production departments, and with each other to maintain shared department resources and work processes. Assistant Production Managers may also provide support and supervision for readings and other events.

THE PUBLIC THEATER is theater of, by, and for all people. The Public's wide breadth of programming includes an annual season of new work in six venues at Astor Place, Free Shakespeare in the Park at the Delacorte Theater in Central Park, The Mobile Unit touring throughout New York City's five boroughs, Public Forum, Under the Radar, Public Studio, Public Works, and more.

Position is full-time staff, paid hourly with overtime after 40 hours. Typical schedule is 40-50 hours per week, with longer hours expected during tech rehearsals and previews for assigned projects.

Responsibilities:

- Assist the Production Manager on assigned projects, facilitating communication among creative, producing, and production staff
- Schedule and coordinate meetings and record and distribute meeting notes
- Generate and maintain paperwork as assigned
- Coordinate rehearsal room load-ins, load-outs, and daily production work with supervision from the Production Manager
- Attend production meetings, staff meetings, and other meetings as needed
- Collaborate with and assist production management and other production department staff as necessary
- Hire and supervise over-hire labor and interns as needed
- Contribute to developing and maintaining efficient procedures among the production management team

Requirements:

- The ideal candidate will have:
 - o Professional experience in production management, stage management, or comparable experience
 - o Excellent organization, problem solving, and communication skills
 - o Dedication to building collaborative relationships with people across diverse cultural backgrounds
 - o An interest in pursuing a career in theatrical production management
 - o Ability to work in a fast paced environment, adapt to change, and balance the needs of multiple stakeholders with an unflappable positive attitude
- Some evening and weekend hours are required
- Positive, collaborative attitude is a must

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

To apply, please send a resume, cover letter, and three references to jobs@publictheater.org with the subject line "Fall 2019 APM Search."