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WEEKEND ASSISTANT PRODUCTION MANAGER

ATLAS PERFORMING ARTS CENTER

Individual reports to the Atlas Performing Arts Center Production Manager

Class: Part Time Salaried

Work Location: 1333 H Street NE, Washington DC, 20002

Supervisory: Stage Hands (Part Time)

Job Summary

The Assistant Production Manager (APM) is responsible for supervising all aspects of the Sprenger, Lang or Lab Theatres (as assigned) at the Atlas Performing Arts Center. The APM is an integral team member of the Operations department and thus provides support in other areas of the center, as needed.

Essential Duties

Duties include but are not limited to:

- Work with internal and external clients to create top quality productions while upholding the highest standards in professionalism
- Support the Production Manager in the hiring and supervision of production personnel as required by internal and external clients
- Manage and maintain the Theatre, its equipment, and support shops
- Be present at all times when the venue is in operation
- Support fellow team members in their duties as necessary to ensure a seamless and professional experience for both internal and external clients
- Support and safe and healthy workplace by assisting the Director of Operations with their duties as safety officer
- Perform the duties of the Stage Hands as scheduled

Qualifications

Minimum three years of experience in a theatrical environment as a lead crew member, stage manager, or member of a Production Management team, and Bachelor of Arts or equivalent required. Ability to operate in a flexible manner, and adapt to changing circumstances. Applicant must work well with a team, multi-task under time constraints, effectively lead staff, and be trustworthy and dependable. Candidate must have the ability to troubleshoot and solve problems effectively, addressing theatrical lighting, audio, and scenic issues as they arise. Individual will possess excellent organizational skills, have experience reading architectural and theatrical design drawings, and maintain excellent people skills in a customer service environment.

Work Environment

Ability to work in fast-paced, dynamic environment. Must be able to safely lift and carry 50 lbs.

Benefits

Vacation and sick leave accrual, direct deposit, pre-tax transit and retirement deductions.

Hours

Friday- 5:00 PM – 12:00 AM

Saturday- 6 to 8 hour shift, schedule dependent on operational needs

Sunday- 7:00 AM – 2:00 PM

Salary

\$20,000 annually

To apply

The Atlas Performing Arts Center is an equal opportunity employer. We welcome applications from all qualified candidates. Interested candidates should submit a cover letter, resume, three professional references, and salary history and requirements to: humanresources@atlasarts.org.

