



PRODUCTION COORDINATOR

JOB DESCRIPTION

August 2024

Job Title: Production Coordinator

Department: Production

Reports to: Technical Director/Production Supervisor and Associate Producer

About the Playhouse: Pasadena Playhouse makes theater for everyone. As the official State Theater of California, our mission is to enrich people's lives through theater and programs to reflect its local and state-wide communities. Founded in 1917, the Playhouse understands the gravity of its responsibility to represent California's diverse population and their stories, and we program our season with this at the forefront of our decision making.

Under the leadership of Producing Artistic Director Danny Feldman, the Playhouse presents a full season of artistically innovative productions and engaging educational outreach activities to nearly 150,000 Southern California residents annually in two spaces: the 643-seat main stage theater and the 99-seat flexible Carrie Hamilton Theater. By focusing on the creation of great productions, the expansion of educational and outreach programs, the development of new plays, and the creation of innovative programs, the Playhouse will continue to be a leader in the industry.

About the Position: Pasadena Playhouse is looking for a Production Coordinator who will lead the production process on all Theater for Young Audiences and second stage productions and provide support for Pasadena Playhouse Mainstage productions. Working in close partnership with the Associate Producer and Technical Director/Production Supervisor, the Production Coordinator will ensure clear communication between all production departments, design teams, show crew, and Playhouse staff.

Responsibilities:

TYA Production Leadership:

- Oversee all technical aspects of TYA productions.
- Identify outside scene shops and bid out scenic build as needed
- Schedule and manage load ins and any necessary on-site building.
- Hire and manage crews for all build, load-in, and run crew needs.
- Ensure that all TYA productions have the technical support needed throughout the run.
- Manage TYA production budgets and regularly communicate concerns to Associate Producer.

Mainstage Production Support:

- Maintain PPST Production Calendar (in multiple formats) and ensure that design deadlines and build/load-in schedules are communicated to creative teams and Playhouse staff.



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- Assist with management of labor and materials budgets for mainstage productions and departmental maintenance in partnership with Associate Producer and Company Manager.
- Oversee mainstage run crew schedules with Technical Director/Production Supervisor approval.
- Communicate with all designers about technical issues and budgets throughout the design and production process as requested by Technical Director or Associate Producer.
- Update and Maintain PPST Technical Info guide and drafting, including all inventory lists, ground plans, and rep plots.
- Supervise full-time Producing Assistant
- Create and maintain PPST Production Handbook for crew and design teams.
- Participate in the Mainstage designer hiring/contracting process as requested by Associate Producer.
- Oversee all production crew onboarding and approve weekly time sheets.
- Responsible for reading show reports, rehearsal schedules, and production calendars. Follow-up on applicable details/notes and communicate information to supervisors and staff as appropriate.
- Be onsite for performance calls as needed

General Maintenance:

- Keep an up-to-date inventory of production equipment and supplies.
- Ensure rehearsal rooms, production workspaces, and tech tables are properly stocked.
- Work with Facilities Manager to ensure mechanical, electrical, and ventilation systems are working properly.
- Assist with set up of PPST events as needed (Gala, Carrie risers, etc).

Qualifications/Experience:

- 3-5 years of professional experience in Theater Production
- Work Evenings and Weekends
- Google Suite and Microsoft systems proficiency
- Vectorworks proficiency
- Additional Theatrical Software is a plus, but not required
- Valid Driver's License
- Ability to work long hours

Competencies:

- Creative Problem Solving
- Focus on Diplomacy
- Collaborative style



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Working Conditions: There are no major sources of discomfort, and the Playhouse is a standard office environment with regular exposure to video terminal displays. The noise level in the work environment is usually quiet. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Production Coordinator is occasionally required to lift or move up to 50 pounds.

Compensation: Compensation is \$70,000-\$75,000 (Full Time, Exempt). Benefits package includes medical, dental, life insurance coverage, vision, PTO and a 403(b) plan.

How To Apply: Research shows that members of underrepresented groups often apply to jobs only if they meet 100% of the qualifications. The Playhouse recognizes very few individuals ever meet 100% of the qualifications for any given role; therefore we encourage candidates with some or most of the qualifications to apply.

Please email a cover letter and resume in one PDF to production@pasadenaplayhouse.org with "Production Coordinator" in the subject line.

Application Closes on September 1, 2024

We work to maintain a positive environment for our employees, where people can learn, grow and thrive with the company. We strive to provide a collaborative, creative, transparent workplace where each person feels encouraged to contribute to our processes, decisions, planning and culture. Pasadena Playhouse is an Equal Opportunity Employer.