PRODUCTION ASSISTANT

Contract Starts: October 28, 2015
Contract Ends: November 21, 2015

Commitment: Up to 3 days per week
(Hours and specific days TBD)

Stipend: $100

The PRODUCTION ASSISTANT will work directly with performer/producer, Javier Hurtado to mount the Culver Center production of their solo-play, Last Call.

RESPONSIBILITIES INCLUDE:

BEFORE REHEARSAL:
- Read the script
- Inventory, repair and/or replace props as necessary.
- Inventory, repair and/or replace set pieces as necessary.

DURING REHEARSAL:
- Preset props and set pieces for rehearsal.
- Strike props and set pieces after rehearsal.
- Inventory, repair and/or replace props as necessary.
- Inventory, repair and/or replace set pieces as necessary.
- Rehearse necessary sound cues.
- Be “on book”

LOAD IN:
- Assist in the transportation of all set pieces and props to the Culver Center.
- Assist Culver Center staff in the hang and focus of lights for the show (as needed)
- Create all light cues (as needed)
- Ensure that all sound equipment is loaded in and fully operational.

PUBLIC PERFORMANCES:
- Preset props and set pieces for performance.
- Strike props and set pieces after performance.
- Inventory, repair and/or replace props as necessary.
- Inventory, repair and/or replace set pieces as necessary.
- Run all sound and light cues.
- Maintain communication with Culver Center staff (Front of House)

STRIKE:
- Strike and assist in the transport and storage of all props and set pieces for performance.
- Inventory, repair and/or replace props as necessary.
- Inventory, repair and/or replace set pieces as necessary.

DESIRED QUALIFICATIONS

- Previous experience as Stage Manager, ASM or Sound Operator in at least one other show
- Bilingual Spanish-English preferred. (Must be able to read/understand some spanish)
- Knowledge/experience with iTunes playlists and garage band sound editing software
- Knowledge/experience with theatrical lighting.
- Smartphone capacity (texting, video, photos)
- Valid CA Drivers License and access to a vehicle

If interested please send a resume and a short letter of interest that details your qualifications to: jhurt004@ucr.edu with the words “PRODUCTION ASSISTANT” in the subject line of the email by OCTOBER November 1, 2015.