

Childsplay, Arizona's professional theatre for young audiences, has an immediate opening for an Associate Production Manager. The ideal candidate will have superior communication skills with stage crews, acting company, and production and administrative staff. Must be highly organized and detail oriented with stage management experience. Must have a valid driver's license, clean driving record and be able to pass a background check to obtain a finger print clearance card. Job duties include but are not limited to:

- Oversight of state wide and national touring shows including:
 - Coordinating repairs and maintenance of touring production elements with shops as necessary
 - Providing technical specifications for tour bookings when needed
 - Performing advance site visits to schools when necessary
 - Preparing tour schedules on a weekly basis
 - Ensuring that touring vehicles are maintained and coordinating repairs when needed
 - Making on-site visits to touring performances weekly as schedule allows
 - Coordinating travel, lodging and per diem for touring companies as needed
 - Advancing with venues to coordinate technical needs for national tours
- Maintaining and organizing show files throughout season
- Scheduling and note-taking of production and design meetings
- Coordinating travel and lodging for visiting guest artists
- Assisting with oversight and management of facilities and facility rentals
- Stage Management of touring shows when performed as part of the main stage season as necessary
- Coordinating rehearsal schedules with Development, Education, Marketing and Production departments as needed
- Performing other duties as requested by management

This is a non-exempt position that reports to the Production Manager. Salary is \$32,000 per year plus benefits including health insurance, life insurance, long term disability, sick leave, vacation, and personal paid time off.

Childsplay values equity, diversity, and inclusion throughout our organization, programs and audiences. We are committed to giving underrepresented artists a safe space to create art and community.

By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: imagination and wonder.

Please send a resume and cover letter to Rachel Solis (rsolis@childsplayaz.org).

Review of applications will begin on September 30th, and continue until the position is filled.