



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 both stage crews and acting company. Job duties include:

- Assisting the Production Manager in the supervision and facilitation of the Production Department
- Oversight of 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
- Helping with paperwork and contracting as needed
- Assist with stage work during load ins and strikes as needed
- Performing other duties as requested by management

Salary is \$32,000 per year plus benefits.

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 Calvin Legassie ([clegassie@childsplayaz.org](mailto:clegassie@childsplayaz.org)).**