



Who is Pasadena Playhouse?

The Playhouse is one of the most prolific drama-producing organizations in the history of American theater, having commissioned over 550 new works, produced upwards of 1,200 shows, spearheaded over 500 world premieres, developed several shows that went on to Broadway, and welcomed millions of audience members. In its history, arts education and access have been at the core of the institution with more than 30,000 students served in the last three years alone. Today, the Pasadena Playhouse State Theater of California is a \$7M League of Resident Theaters (LORT) B theater located in beautiful Pasadena, California.

The Playhouse is in the midst of a renaissance which includes new staff and board leadership and a reimagined vision for the future. Moving from a place where the community goes for entertainment, to a destination they seek out for enlightenment is a core purpose. New pillars of groundbreaking theatrical experiences, authentic community engagement and life-long dramatic learning, are set against a business model based on current drivers.

Who are we looking for?

Reporting to Associate Producer Jenny Slattery, the Producing Assistant will join Technical Director and Production Supervisor Brad Enlow, and an Assistant Technical Director on the core team of the Production Department, and will serve as a liaison with artists and agents, helping coordinate a range of services in a positive and supportive manner. The ideal candidate must have strong initiative, great problem-solving capability, excellent communication skills, an eagerness to learn, and can-do attitude. The company is growing and changing, so flexibility in job duties, description and expectations is a must!

Areas of Accountability

- assisting in the negotiation of actor and creative contracts with agents and lawyers
- assisting in the creation and management of production contracts for directors, designers, actors, stage managers and assistants
- coordinate, arrange and manage artist travel, housing and local transportation
- create and disburse welcome packets to visiting artists
- coordinate artist payments with the finance department
- assist with arrangements for EPA's, auditions, and callbacks including postings, signage, and room set-up

- help compile and maintain records of consultants including dialect, vocal, and speech coaches, intimacy coordinators, and skills coaches
- create and assist with management of Production Budget spreadsheets
- assist Marketing Department in acquiring artist assets for programs, social media, and other marketing needs

Essential Skills

- fundamental knowledge of standard theatrical production practices
- minimum 3 years of experience working in professional non-profit or commercial theatre companies
- proficient with Microsoft Office (or comparable productivity suites)
- strong organizational and communication skills coupled with a positive and calming presence
- ability to work occasional nights and weekends

How much are we paying and what are the perks?

Salary: full-time, non-exempt \$20/hour

Benefits Package includes medical, dental, life insurance coverage and PTO. Pasadena Playhouse is in the process of establishing a 403(b) retirement savings plan

How do I apply?

Please email a cover letter and resume with references to production@pasadenaplayhouse.org.
No phone calls please.