

**Position Description**  
**Production Coordinator**  
**Part-Time/Seasonal/Non-Exempt position**

**The Opportunity**

Cal Shakes is hiring a Production Coordinator, a valuable member of a creative and dynamic Production Department. The Production Coordinator reports to the Production Manager (PM) and Assistant Production Manager (APM) and assists them with supporting the tech process at our theater, company management duties, administrative activities of production management, and producing special events. We are looking for a person who likes to work outdoors, a versatile team collaborator that aspires to be a part of the creation of great theater. This entry-level position is ideal for someone interested in production management, stage management, or event management.

**The Organization**

Cal Shakes is an award-winning, nationally recognized regional theater, with offices in Berkeley, an outdoor main stage performance venue in Orinda, and community programs throughout the Bay Area. Cal Shakes expands access to and relevance of the arts by fostering a participatory culture among a diversity of audiences, artists, and learners throughout the Bay Area.

California Shakespeare Theater has an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups in our community to apply.

**Our Mission**

Cal Shakes redefines the classical theater for the 21st Century, making works of extraordinary artistry that engage with our contemporary moment so we might learn about ourselves and each other in the fullness of our world.

**Qualifications**

You are an ideal candidate if you:

- Share with us a respect for diverse backgrounds and voices and a commitment to inclusion and equity
- Enjoy working in a diverse, creative, collaborative, and fast-paced environment
- Have basic general knowledge pertaining to all aspects of technical theater—i.e. lighting, sound, costumes, scenic
- Have previous theater or event production experience, or equivalent two-year degree or bachelor's degree.
- Have solid written and verbal communication skills
- Have strong organizational skills
- Have good time management and punctuality
- Are willing and able to work collaboratively with others
- Have a valid driver's license. Own reliable transportation preferred.

**Essential Duties and Responsibilities:**

Fulfillment of these responsibilities is accomplished in the following ways:

**Production Management**

Tech Support

- Provide production support for rehearsal, tech, and performance periods as needed; remain on site at the theater for load-in, tech, and preview weeks in rotation with other members of the production staff.
- Possibly serve as the on-book person during tech rehearsals, by reading along to the script during rehearsals and feeding actors lines.

# CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

## Administrative Support

- Assist on day-to-day administrative tasks as and when required such as payroll, invoicing, and check requests.

## **Company Management**

- Assist with arranging air and ground travel, and coordinating housing as needed.
- Assist with artist housing setup, furnishing, and maintenance.
- Assist with greeting and transportation of artists upon arrival and departure.
- Assist with providing out-of-town artists with itineraries and information regarding the Theater and their accommodation.

## **Special Events**

- Assist with the planning and implementation of production or logistical support for Cal Shakes events in collaboration with other departments.

Other tasks as assigned.

## **Special Environmental Factors:**

- Variable schedule, some evening and weekend hours.
- Theater is open-air with extended standing and walking on uneven surfaces.
- Work at the theater includes exposure to sunlight, and hot and cold weather for extended periods of time.
- Open office environment, frequent interruptions, background noise.
- Extensive local travel.

**This is a Part-Time/Seasonal/Non-Exempt/Hourly position. Rate \$13 per hour.** This position is 15-20 hours/week, and hours may increase to 30 hours/week during load-ins and technical rehearsals.

**This position will be open starting March 13, 2017 with a possible earlier/later start date, through September 22, 2017. Cal Shakes is unable to provide local housing or travel assistance.**

**Supervision:** The Production Coordinator reports to the Production Manager and Assistant Production Manager.

**Application deadline February 24, 2017.**

**Please submit cover letter and résumé to:**

**Jamila Cobham**

**Production Manager**

California Shakespeare Theater

701 Heinz Avenue

Berkeley, CA 94710

**Or email [jacobham@calshakes.org](mailto:jcobham@calshakes.org) (with "Production Coordinator Search" in the subject header)**