

CAL SHAKES

CALIFORNIA SHAKESPEARE THEATER

Position Title:
Production Coordinator
Seasonal, Non-Exempt Contract

Position Overview

California Shakespeare Theater (Cal Shakes) is looking for a detail-oriented, versatile, and collaborative Production Coordinator (PC) to join our Production staff. The PC position is an entry level, seasonal position in the Production department, reporting to the Production Manager (PM) and Associate Production Manager (APM). The PC is charged primarily with working in concert with the APM to coordinate all company management logistics for out-of-town artists. The PC also assists the PM and APM with the administrative activities of production and event management. This entry-level position is ideal for someone interested in production, stage, company, or event management. The ideal candidate will share the institutional values of equity, diversity, and inclusion; have previously demonstrated commitment to those values; and will possess understanding and self-awareness of power and privilege.

About Cal Shakes

Description: Launched in 1974, Cal Shakes is a major Bay Area theater that, guided by the artistic direction of Obie Award-winning Eric Ting, has emerged as a leader in promoting Equity in theater and incorporating the voices and perspectives of community partners in the works on our stage. California Shakespeare Theater strives for an inclusive work environment and works to actively embrace 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.

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.

Equity, Diversity, and Inclusion (EDI) Statement: At Cal Shakes, we believe that equity is a practice. Our actions—both onstage and off—can have a positive social impact by exposing oppression, addressing historic injustices, and showing how power can be transformed and shared in different ways. We work to dismantle systemic bias by actively including, reflecting, and creating opportunities for our diverse Bay Area communities. We recognize that this work is ongoing and often imperfect, but we are committed to facilitating respect for the many facets of the human experience.

Production/Event Management 40% of work time

Administrative Support

- Assist the production department with day-to-day administrative tasks such as processing invoices and check requests, reconciling expenses, and other tasks within the department
- Assist the APM with the coordination of mainstage staff and production meetings
- Assist the APM with the documentation and distribution of meeting notes
- Assist the PM and APM with the planning and implementation of production or logistical support for Cal Shakes events in collaboration with other departments

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 the PM and APM
- Track and maintain the production supplies inventory at the theater and rehearsal hall
- Possibly serve as the on-book prompter during tech rehearsals, by reading along to the script during rehearsals and feeding actors lines

Company Management 55% of work time

Work in concert with the Associate Production Manager to coordinate all company management needs for out-of-town artists. This includes:

Artist Housing and Travel

- Assist the APM with the tracking, projecting, and reporting of all company management expenses
- Arrange for apartment rentals and negotiate leases
- Furnish apartments as needed



701 Heinz Avenue, Berkeley CA 94710
www.calshakes.org

- Arrange for cleaning and maintain artist housing during occupancy changeovers
- Oversee payment of artist housing utilities
- Communicate with out-of-town artists and arrange all air and ground travel
- Provide out-of-town artists with itineraries and information regarding the Theater and their accommodation
- Greet artists at the airport on arrival and arrange for their return transportation to the airport
- Arrange rental cars for visiting guests

Other **5% of work time**

- Represent Cal Shakes at company functions, as assigned
- Participate in company-wide projects such as the Diversity & Inclusion Workgroup, our annual gala, and others

Qualifications

Ideal candidates will:

- Have 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 good time management and punctuality
- Have strong written and verbal communication skills
- Have a valid driver's license—with own car preferred
- Previous company management experience preferred

Special Environmental Factors:

- There are two locations, our offices in Berkeley and our outdoor theater in Orinda (frequent travel is required between them)
 - Fast-paced, open office environment, frequent interruptions, background noise. It shares space with shops that use industrial products and power tools
 - Outdoor theater space with hills, uneven terrain, and environmental factors (wind, weather, etc.)
- Some areas in both locations have limited accessibility, please feel free to ask for more specifics
- Variable schedule, some evening and weekend hours are required
- Must be able to work independently and offsite

This position reports to: Production Manager and Associate Production Manager

This is an entry level, Seasonal/ Non-Exempt contract. This position is available starting March 4, 2019 through September 27, 2019. Hourly rate is \$15 per hour and the Production Coordinator will be guaranteed up to 20 hours per week. During load-in and technical rehearsal weeks the PC's hours increase to 40 hours per week.

Application deadline: January 20, 2019. Cal Shakes is unable to provide local housing or travel assistance.

To apply please email resume and cover letter to: productionjobs@calshakes.org **with subject line:** "Production Coordinator Search."

