



Third Avenue PlayWorks seeks **Production Assistants** for its upcoming 2024 season. Ideal candidates are early career stage managers, technicians, or students who wish to learn about theatre production in a professional setting.

### Duties

- Assist with stage management duties including: setting up/tear down of rehearsal spaces; tracking props, costumes, and other technical elements; being on book for the cast; documenting line notes; light walking for dry tech; etc.
- Assist with production team duties as needed including: assisting with lighting, scenic, props, or sound; etc.
- Serving as backstage crew during tech and performances: sweeping and mopping the stage, assisting with props and costumes presets, assisting with costume changes and costume maintenance/daily laundry.
- Assisting with company hospitality.
- Other duties as assigned.

All production employees must adhere to COVID-19 Health & Safety protocol.

Position is seasonal. Evening and weekend work required. No housing provided. Compensation: \$450 a week; average 30 hours a week.

### Dates:

- Show 1: Rehearsal April 10-21, Tech April 24-28, Performances May 1-19
- Show 2: Rehearsal May 22-June 2, Tech June 5-9, Performances June 12-June 30
- Show 3: Rehearsal June 26-July 7, Tech July 10-14, Performances July 17-August 18
- Show 4: Rehearsal September 4-15, Tech September 18-22, Performances September 25-October 14
- Show 5: Rehearsal November 20-December 1, Tech December 4-8, Performances December 11-29

For more information or to apply, send a resume and cover letter to:

Jenevieve Lee, Production Manager

[jenevieve@thirdavenueplayworks.org](mailto:jenevieve@thirdavenueplayworks.org)