



JOB DESCRIPTION: PRODUCTION MANAGEMENT ASSISTANT

Rev: 8/2023

Job Title: Production Management Assistant
Reports To: Production Manager
Department: Production/Administrative Office
FLSA Classification: Seasonal Full-Time Non-Exempt

General Statement of Job Function: The Production Management Assistant assists the Production Manager in all his/her duties, and provides administrative support to the production department.

Principle Duties and Responsibilities:

- Assist the Production Manager and Director of Production in facilitating communication between all Goodspeed departments, creative teams, etc.
- Handle daily data entry, tracking and processing of all production expenses.
- Maintain and update asset inventory.
- Develop and distribute contact sheets, production calendars, run crew assignments, and other related paperwork.
- Provide Company Management with meal numbers for techs and change overs.
- Review, distribute, and manage job inquiries and resumes.
- Execute all production department new hire paperwork.
- Attend all technical rehearsals and production meetings.
- Process production department rental invoices and paperwork.
- Complete and file accident reports for production department employees.
- Check in on departments and crews around campus on a daily basis.
- Act as conduit for procurement and distribution of office building supplies for production departments and stage management.
- Pickup and distribute production department mail and paychecks/stubs on a daily basis.

Other Duties and Responsibilities:

- Assist in coordinating production department requirements for organizational events as needed.
- Work with Music Assistant to coordinate piano tuning and piano move(ers) as required.
- Direct involvement in production department head and administrative staff meetings.
- Assist Company Management with Production Department-related transportation and hospitality as needed.
- Lead/conduct development/education tours as necessary and when available.
- Other duties as assigned.

Required Qualifications & Skills: Minimum BFA or BA in theatre or equivalent experience; Excellent verbal and written communication skills; Proficient in MS Word, Excel, and Access; Ability to work night, weekends, and holidays on occasion.

Preferred Qualifications & Skills: Strong organizational skills; Ability to work within tight deadlines and budgets; Able to work independently and with a group.