



JOB DESCRIPTION: PRODUCTION ASSISTANT & CREW SWING

Rev. 6/2026

Job Title: Production Assistant & Crew Swing

Reports To: Production Manager and Production Coordinator

Department: Production

FLSA Classification: Seasonal Full-Time Non-Exempt

Rate: \$17.00 per hour, Time and a half over 40

Goodspeed Musicals is committed to cultivating an environment where equity, diversity, inclusion, accessibility, and belonging are experienced at all job levels throughout our organization. Goodspeed is proud to be an Equal Opportunity Employer and aims to have diverse staff that is representative of all theatre makers. BIPOC (Black, Indigenous, and People of Color), LGBTQIA+, and people with disabilities are strongly encouraged to apply.

General Statement of Job Function: The Production Assistant & Crew Swing supports the Production Manager and Production Coordinator by providing administrative and production support, running errands on and off Goodspeed's campus, and covering crew outages when needed.

Principal Duties and Responsibilities of *Production Assistant*:

- Assist the Production Manager and Production Coordinator in facilitating communication between all Goodspeed departments, creative teams, production staff, and other collaborators.
- Process and submit invoices, credit card statements, and purchase orders for Production expenses.
- Attend meetings and assist with the distribution of notes and reports, including but not limited to weekly Production Department meetings, production meetings, show drawing review meetings, and other related meetings.
- Assist with scheduling meetings for the Production Management team and Production as a whole.
- Help create, update, and distribute contact sheets, production calendars, load-in and tech schedules, and other related paperwork.
- Assist Production Management with setup and strike for all productions' load-in and tech processes.
- Check in on departments and crews around campus in conjunction with the rest of Production Management.
- Pick up and distribute Production Department mail and paychecks/stubs on a daily basis.
- Order and assist in distributing office and building supplies for production departments and stage management as needed.
- Complete and file accident reports for Production Department employees.
- Assist with the maintenance and updating of asset inventory tracking documents.
- Provide Company Management with meal counts for techs and changeovers.
- Work with Production Management, Department Heads, and Stage Supervisor to schedule shadowing and coverage as needed.
- Maintain a clean, safe, respectful, and collaborative work environment.
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities, cultivating and maintaining positive relationships, employing discretion, diplomacy, and tact, seeking the positive in all situations.
- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines, identifying priorities and making good decisions with limited supervision, and staying relaxed and proactive when things are uncertain.
- Demonstrate commitment to an equitable work environment, which includes use of gender



inclusive language, support for individual gender expression, racial equity and intergenerational collaboration, accessibility for people with disabilities, and cultural sensitivity.

Principal Duties and Responsibilities of Crew Swing:

- As scheduled or needed, shadow and cover crew outages for productions at the Goodspeed Opera House and The Terris Theatre.
- Set, prep, preset, store, and hand off scenic and prop items during performances as assigned, including but not limited to bringing drops in and out, assembling, lifting, and setting furniture backstage, and food prep.
- Interpret run sheets and properly execute assigned backstage tracks.
- Provide assistance to other departments during the run of a production, including but not limited to moving scenery, prop and costume handoffs, light board operation, and follow spot operation.
- Perform pre-show and intermission setup and post-show cleanup as needed.
- Communicate availability and unavailability in a timely fashion.
- When covering, assist in the maintenance and repair of any damaged scenic elements, prop items, and production equipment as needed.

Other Duties and Responsibilities:

- Assist in coordinating Production Department requirements for organizational events as needed.
- Work with the Music Department to coordinate piano tuning and piano movers as required.
- Assist Company Management with Production Department-related transportation and hospitality as needed.
- Lead or conduct tours of Goodspeed as necessary and when available.
- Other duties as assigned.

Required Qualifications & Skills:

Minimum 1-2 years of experience in technical theatre, production administration, stage management, or a related field; excellent verbal and written communication skills; proficiency in Google and Microsoft Suites, including but not limited to Google Docs, Google Sheets, Microsoft Word, and Microsoft Excel; ability to work within tight deadlines; strong technical and organizational skills; ability to work independently and within groups; ability to troubleshoot problems calmly and efficiently under pressure; valid driver's license with safe driving record; ability to work long hours during heavy build and tech periods; periodic availability nights, weekends, and the occasional holiday.

Preferred Qualifications & Skills:

Ability to work collaboratively and effectively with a wide variety of coworkers at different levels of skill and knowledge; able to climb four flights of stairs while carrying 40 pounds; comfortable driving larger vehicles.