

**The Phipps Center for the Arts**  
**Performing Arts Production Coordinator**

Purpose of Position: The performing arts production coordinator works with the executive director, technical director, and council coordinators to manage the scheduling and coordination of theater production staff. Works with the councils for supervision of cast and volunteers. Participates in council planning, including the development of goals and objectives related to theater facility operations.

Part-time – up to 1,040 hrs/yr (approx. 20 hrs./wk.); primarily evening and weekend hours.

Annual salary: \$15,000

Duties:

- Schedule and facilitate production meetings in coordination with technical director.
- Schedule meetings, rehearsals, and performances on Phipps master calendar.
- Assist in scheduling and managing auditions and callbacks.
- Provide photographs and videos to the social media contractor.
- Coordinate publicity notices with council coordinators and executive director.
- Schedule publicity photographs and lobby display head shots.
- Ensure all required forms and documents are printed and provided to cast and crew as needed.
- Ensure scripts are available for first rehearsal.
- Maintain contact list for productions: staff, director, designers, stage manager, cast, and volunteer crews.
- Maintain a master rehearsal calendar in coordination with each director.
- Determine when and where volunteers are needed and solicit volunteers to fill needs.
  - Train and support rehearsal and backstage volunteers.
- Coordinate production program, including staff bios, cast bios, production staff, crew, acknowledgments, etc.
- If unable to be at a performance, ensure an adult stage manager or council member is present.
- Assist with strike and assign jobs to volunteers in coordination with the technical director.
- Meet schedules and timelines.
- Create and maintain producing councils' volunteer database in coordination with administrative staff.

Education, Training and Experience:

- Any combination of 3 years college or work experience in theater or performing arts.
- Working knowledge of equipment commonly found in theater facility, e.g., scene shop, rigging, lighting, sound, house, and stage areas, etc.
- Working knowledge of technical theater practices.
- Knowledge of effective supervisory practices and techniques.
- Ability to prioritize and manage multiple projects or change priorities quickly.
- Ability to communicate with casts, volunteers, directors, designers, council coordinators, and administrative staff.
- Ability to effectively communicate in oral and written form.
- Ability to cooperatively identify and resolve problems.

Physical Requirements:

- Ability to bend, stoop, crawl, and climb. Ability to lift and place sets and props that may weigh up to 50 pounds.