

## OREGON SHAKESPEARE FESTIVAL

### JOB DESCRIPTION

#### **JOB TITLE: Producing Assistant, Community**

**JOB SUMMARY:** Responsible for assisting Associate Producer, Community in preparation, run, and post-production of OSF's Community Productions, including but not limited to, OSF Presents, Audio Plays, Green Show, Midnight Projects, Juneteenth, MLK Day Celebration, Daedalus, Loves Labors, etc.

#### **ESSENTIAL JOB DUTIES:**

1. Gathers logistical and technical requests from guest artists and assesses in consultation with appropriate production colleagues OSF's capacity to support them. Reports final assessments to Associate Producer, Community throughout the curatorial process.
2. Confirms technical and logistical capabilities with guest artist and ensures that clear expectations, capabilities and limitations are communicated.
3. Initiates technical requests to production colleagues regarding any Community production and follows up until completion.
4. Ensures smooth communications with Company Management regarding guest artists' housing needs. Manages guest artist travel arrangements.
5. Liaises with OSF staff to oversee maintenance, including equipment repair, inventory control, Courtyard stage, Community artists Green Room, Carpenter Hall and Black Swan Theatre .
6. Orders equipment and supplies.
7. Keeps personnel, artist and budgetary records up-to-date. Manages department information through Google Docs, Tessitura, Excel and Outlook.
8. Supervises data entry of artist information for web and print
9. Recruits Professional Experience Program participants and requests volunteer staff
10. Attends Community Productions staff weekly meetings, and other OSF meetings

#### **OTHER JOB DUTIES:**

1. Supervises load-in, rehearsal, sound check, and load-out for Community Productions performances as needed.

2. Driving OSF vehicles on occasion, for needs that include but are not limited to transporting costumes and technical equipment, and driving guests artists.
3. Performs other duties as assigned by Associate Producer.
4. Performs work in a manner that is consistent with OSF's mission, vision and commitment to diversity and inclusion.

**RELATIONSHIPS:**

Reports To: Associate Producer, Community

Liaises with: OSF company departments

Supervises: Community Productions assistants and volunteer staff

**MINIMUM QUALIFICATIONS:** (Necessary to the successful performance of the position)

**Education:** A bachelor's degree is required. Equivalent years of experience in theatre producing may be considered in lieu of educational requirement.

**Work Experience:** Two years of experience in theatre producing are required. Experience as stage manager is a plus. Proficiency in MS Office is required (Word, Excel, Outlook). Must be a strong and efficient supervisor. Experience with Google Docs and Tessitura is plus.

**Physical Ability:** Good sense of hearing and ability to lift up to 40 lbs. On occasion, this position will need to climb and work from ladders, squat, crawl and kneel and pull heavy scenic elements. The position also requires frequent and repetitive use of hands and wrists.

**Other Ability:** Ability to supervise and motivate personnel. Ability to maintain a positive work atmosphere by behaving and communicating in a manner that gets along with clients, customers, co-workers and management. Must be punctual.

**Non Exempt Position**

**December 2012**