



Title: Production Coordinator

Commitment: 32 hours/week

Compensation: \$33,500/year + Monthly \$500 Benefit Stipend

Job Reports to: Producing Director

Job Summary:

The Production Coordinator drives Theatre Horizon's mission by maintaining our physical space. The Production Coordinator will also provide support to between 3-7 Theatre Horizon productions per year. Theatre Horizon produces a number of different events each season which can include limited engagements, straight plays, and musicals. The Production Coordinator will also manage Theatre Horizon Rentals Program, engaging groups from across Montgomery and Philadelphia counties with special care towards community work within the Norristown region.

Theatre Horizon uses the transformative power of storytelling to foster empathy & provide an inclusive home for artists, audiences, & students alike. We produce an ambitious season of plays, musicals, and concerts for the general public while educating nearly 1,000 children annually in the Philadelphia suburbs via our drama classes. More than just a theatre company, Theatre Horizon strives to be a third space* that supports creativity and the stories of the communities we share. While our community is not restricted by geographical boundaries, we are steeply rooted in our Norristown community. We believe in creating access for members of our community to engage in creative and educational opportunities that are relevant to them and guided by their own interests.

*Third places is a term coined by sociologist Ray Oldenburg and refers to places where people spend time between home ('first' place) and work ('second' place). They are locations where we exchange ideas, have a good time, and build relationships.

Duties include:

PRODUCTION:

- Assist in purchasing and transportation of production needs.
- Assist in managing the reset and restore of the theatre space after each production.
- Keep Production Budget up to date with purchases.
- Support Production Team with Covid mitigation.
- Assist Producing Director with facilitating and documenting production and creative meetings. This may include running production meetings as needed.
- Read and respond to all rehearsal and performance reports. Resolve any issues raised in consultation with Producing Director. Requires up to 30 min daily work offsite during the performance period.

- Price, arrange, and coordinate production rentals and deliveries.
- Act as the primary problem-solver onsite for all production matters.
- Manage Head Electrician, Audio Engineer, and other production crew.
- Work with Producing Director to create production calendar working in tandem with Theatre Horizon staff and artists as well as rehearsal schedule and rentals.
- Assist in coordinating and planning in-person auditions & callbacks.
- Attend performances and work in the lobby as needed.
- Work as Assistant Stage Manager or Stage Manager for productions as needed.

FACILITIES:

- Assist with maintenance of backstage spaces, including dressing rooms, hallway, shop, green room, and booth.
- Responsible for upkeep of bathrooms and signage, as well as kitchenette.
- Respond to space needs such as projectors or virtual assistance for meetings and events.
- Help coordinate and assist with Education events as needed in consultation with Producing Director and Director Community Investment.
- Assess and delegate repairs as needed. Light manual labor may be required.
- Ensure all spaces are consistently in excellent condition.
- Research price options and solutions for improvements and upgrades to the space (interior and exterior).
- Assist Artistic Director and Producing Director in obtaining permits (where appropriate) for changes to the space.

RENTALS:

- Serve as Theatre Horizon's Rentals Manager - handle rental requests from the initial inquiry through the restore of the space.
- Accountable for TH's rental income goal.
- Present a customer-first approach to the rentals program, while protecting Theatre Horizon's resources (both human and facility).
- Serve as Theatre Horizon representative and technical oversight for rentals (and/or when unavailable, coordinate, train and supervise another representative)

OFFICE & ADMINISTRATIVE:

- Manage supplies necessary for efficient operations and staff support.
- Code purchases into Company Budget from Credit Card Reconciliation and Check Requests.
- Coordinate artist hospitality needs including maintenance of Green Room, Backstage areas, Actor Bathroom, and Dressing Rooms.
- Assist General Manager with contracting needs and Front of House upkeep.

OTHER:

- Conduct all work through the lens of antiracism.
- Individual must have access to reliable vehicle and a driver's license.

EXPERIENCE:

- Previous work in theatre production is required.
- History working with a wide variety of people and personalities; ability to create and facilitate a welcoming and comfortable environment.
- Excellent interpersonal communication skills.
- Comfortability managing technical personnel
- Ability to take precise written notes

- Proficiency working in Google Suite (Gmail, Google Calendar, Docs, Forms and Sheets)
- Dedication to follow through on notes as needed.

KNOWLEDGE SKILLS AND ABILITIES:

- Excellent written / oral communication skills.
- Strong organizational and problem solving skills.
- Keen attention to detail and follow through.
- Ability to prioritize tasks, take initiative, and stay organized, with flexibility to take direction when departmental priorities shift.
- Impeccable record-keeping abilities.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to work in a fast paced environment.
- Interest in the performing arts & culture sector.
- Dedication and drive to succeed, willingness to support Theatre Horizon as a whole.
- Ability to work in a hands-on environment with limited resources.

OTHER INFORMATION:

- Location
 - The position will start as a combination of in-person and remote. Expect to work Tuesdays and Wednesdays in the Theatre Horizon office in Norristown with additional onsite days required when in production.
 - Must be willing to fill in for production needs in case of emergency.
- Hours
 - Though this position is 32 hours per week, Theatre Horizon maintains a flex-time policy. If your job responsibilities require you to work beyond your typical hours in a given week, then those extra hours may be credited toward future time off.
 - Attends weekly staff meetings and other meetings as necessary.
 - Emergency needs from Production Team that require immediate action may occasionally extend beyond your typical work day. Hours outside of business hours will be necessary during tech and performances.

Work environment: We value work/life balance and maintaining flexible schedules. We cultivate a community of care that allows for flexible time management and hybrid working. We believe in intentional celebration and the professional development of those we work with. Theatre Horizon is dedicated to building an [actively antiracist](#) and creative environment. Our theater stands on the homeland of the Lenape people and we are grateful to be in partnership with the Lenape Cultural Center in acting as culture-bearers for this region.

Compensation: This position will be paid \$33,500/year. We do not provide health insurance, but employee will receive a \$500/month stipend which can be used towards health benefits costs. Employees also receive complimentary tickets for all season productions, paid leave, paid vacation and holidays off.

To Apply: Please submit the following items for consideration: cover letter and resume. Email all materials to hire@theatrehorizon.org. Please include "Production Coordinator" in the subject line. Individuals from underrepresented groups are strongly encouraged to apply.