

## **Musical Theatre Southwest is looking for a part-time, independent contractor PRODUCTION COORDINATOR**

Please send a letter of interest and resume to the Theatre Manager, Theresa A. Carson, at [tm@mstabq.org](mailto:tm@mstabq.org).

DEADLINE: Friday, July 22, 2022

### **Company Description**

Musical Theatre Southwest strives to produce quality entertainment in New Mexico. We promote a lifetime love of the arts. We produce 4 - 6 musicals a year, as well as a youth camp with a production in the summer. We provide educational opportunities to the community through exploration, guidance, and training in all aspects of musical theatre.

MTS is a 501(c)(3) non-profit organization.

### **Position Summary**

We are looking to hire an Independent Contractor to serve as a Production Coordinator. The Production Coordinator (PC) provides assistance, coordination, and organization to ensure that our productions are mounted smoothly, efficiently, and professionally. The PC will provide this support from the start of each production to the end of the process with strike and post mortem.

### **General Job Responsibilities**

- Overall, serve as liaison and coordinator to ensure that the production needs and deadlines are met by all production team members and cast members in a timely, respectful, and professional manner; troubleshoot any problems or challenges that occur, calling on the assistance of the Theatre Manager, Technical Director, and Board of Directors as needed
- Serve as liaison within and between: the Board of Directors, the Production Teams, and the cast for any production needs, questions, concerns, deadlines, etc.
- Assist the Theatre Manager in securing and confirming Production Team members
- Communicate and coordinate show budgets between Production Team members and the Treasurer, ensuring that monies spent are appropriately, budgets are adhered to, and reimbursements are made in a timely manner
- In coordination with the Facilities Manager, manage key distribution and retrieval and alarm code activation and training
- Coordinate and attend audition workshops and auditions, ensuring that casting is done in a professional and timely manner
- Coordinate and attend production meetings, coordinating with stage manager on scheduling and note-taking
- Coordinate and attend the photo shoot, and other photography/marketing events
- Work with the Marketing committee in collection of all material for the programs, as well as other marketing material as needed
- In coordination with the Stage Manager and Technical Director, lead strike so that the theatre is left clean and ready for the next production
- Attend the post mortem, often led by the Theatre Manager; type notes and distribute to all those involved

### **Minimum Requirements**

- Basic knowledge in the skills, intricacies, and nuances of producing and mounting theatrical productions
- A graduate, or one seeking, an Associate or Bachelor degree (or higher) in Theatre Arts or other relatable concentration; **or an equivalent of experience** in working in theatre (including higher education, community theatre, or arts-related business)

- Ability to meet deadlines, as well as inspire and motivate others to adhere to deadlines
- Professionalism
- Skills with Google Suite

### **Desired Qualities**

- Passion for the arts
- Project management and organizational skills
- Ability to handle multiple deadlines and/or conflicts in potentially high pressure situations with a friendly and calm demeanor.
- Creative problem-solving skills
- Highly motivated, self starter
- Flexibility and patience

### **Schedule/Hours**

- Hours vary depending on the Production Calendar throughout the year
- Flexible schedule working mostly evenings and weekends with some daytime needs
- Minimum of approximately 10 - 15 hours a week, dependent on production needs; some weeks can be significantly more, some weeks can be significantly less
- Some work can be done virtually, at home; some will require attendance at the theatre

### **Diversity, Equity, and Inclusion**

Who you are and where you are from matter. We care about what makes you different and embrace those differences as strengths. Musical Theatre Southwest is committed to welcoming all people to our theatre. Your race, ethnicity, gender, sexual identity and age are the very essence which make you who you are, and we want you working with our organization.

\*The production coordinator is prohibited from being a part of the MTS production teams or cast within the season.

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