



FULL TIME POSITION AVAILABLE

DATE OF POSTING: December 20, 2011

POSITION TITLE: Production and Scenic Assistant

REQUIREMENTS/SKILLS:

Required: Experience in set construction, scenic design and stage management; creative and collaborative thinker; organized; personable; able to work with volunteers; contribute to education and mentorship programs; Degree in theater arts, with 3 – 5 years of experience working in a theater environment

Preferred: Experience in lighting design; and production management

GENERAL DUTIES: See Position Description

REPORTS TO: Manager of Center Stage Productions

START: Immediately

APPLICATION: Email cover letter, resume, references and samples of portfolio to siegmund@mcfta.org or mail to:

Tina Siegmund
Director of Human Resources
Midland Center for the Arts
1801 W. St. Andrews
Midland, MI 48640



Midland Center for the Arts Position Description

Position Title: Production and Scenic Assistant

Group/Department: Center Stage

Supervisor: Manager of Center Stage Production

Classification: Full Time Exempt

General Purpose of Position:

Reporting to the Manager of Center Stage Production, the incumbent will assist in community programs in the areas of scenic design, set construction, stage and production management, and education.

Principal Duties and Responsibilities:

1. Performances, Events, Exhibitions, Instruction

- a. Assist in the scenic designs for Center Stage productions.
- b. Assist in the construction of sets and properties for productions.
- c. Will assist in assembling and supervising volunteer production staff.
- d. Will assist and help to coordinate all technical aspects of productions including lighting and sound.
- e. Responsible for prioritizing and organizing assigned projects.
- f. Need to meet production deadlines and timelines.
- g. Will be assigned special project and education responsibilities.

2. Team Membership

- a. Will work collaboratively with artistic staff to develop design and production concepts.
- b. Interface as required with other staff and volunteers.
- c. Attend meetings as required such as production meetings, staff meetings, committee meetings, and safety meetings.
- d. Collaborate with other Center Stage staff to ensure highest quality artistic and production standards.
- e. Will participate in mentoring and training procedures for volunteers.

3. Managing Key Relationships

- a. Will be responsible to directors and supervisory staff to achieve the highest quality possible for each production.
- b. Collaborate with other staff members to ensure that volunteers have an enjoyable and rewarding experience.
- c. Participates in decisions regarding future season programming.
- d. Work with all participants using creative problem solving techniques when required.
- e. Work with other staff in tracking volunteer participation and training.

4. Revenue Generation

- a. Collaborate in selection of productions that will be well attended, challenge the volunteers and produce a balanced season.
- b. Participate in the development of educational opportunities for children and adults.
- c. Will participate as qualified as an instructor in the educational area of the MCFTA.
- d. Will be assigned responsibilities for special events and projects.

5. Expense Management

- a. In collaboration with the Manager of Center Stage Production will be responsible for production budgets.
- b. Will collaborate with all designers to adhere to budgets.
- c. Will work collaboratively with the Manager of Center Stage Production and the Controller to maximize the supply and equipment budgets for Center Stage events.
- d. Work with vendors and suppliers to ensure the best quality at the lowest cost.