



<b>Job Title:</b>	Production Run Crew		
<b>Department/Group:</b>	Production	<b>Reporting To:</b>	Deck Manager
<b>Salary:</b>	\$300 / wk	<b>Position Type:</b>	Seasonal
<b>Search Process:</b>	Applications will be evaluated on a rolling basis.	<b>Start Date:</b>	Varies depending on show assignment(s)
<b>To Apply:</b>	Submit cover letter, resume, and contact info for three references to <a href="mailto:jobs@winniplayhouse.org">jobs@winniplayhouse.org</a>		

**ROLE AND RESPONSIBILITIES**

Members of the run crew are responsible for performing a variety of duties before, during and after performances. Specifics will be determined and assigned by the stage manager according to the needs of each production. They maintain the integrity of the production by executing its technical elements as intended by the director and designers. Specific show assignments may include, but are not limited to, operating a spotlight, assisting the wardrobe supervisor with quick changes, assisting with scene shifts, prop/scenery/furniture tracking, and tasks to maintain cleanliness and organization such as sweeping and mopping the stage.

**Essential Duties:**

- Attend all technical rehearsals, dress rehearsals and performances of the assigned production(s).
- Complete pre-show and post-show duties as assigned. This may include sweeping/mopping/vacuuming, prop presets, moving scenery/furniture.
- Support special events such as backstage tours and photo calls. This may require an adjustment to pre-show call time or post-show departure time on certain days.
- Execute show duties accurately and efficiently.
- Note any maintenance needs to set pieces and props and communicate those needs to the deck manager.
- Keep the wings and backstage areas organized and safe for actors and crew.
- Participate in the strike of the assigned production(s), which will follow the final performance and last several hours.
- Other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Physical Requirements:**

- This position requires the employee to hear, see, move freely, climb stairs and ladders, work safely at heights, and lift 50lbs or more.

**Minimum industry specific qualifications:**

- Able to take direction.
- Detail-oriented and able to work in a fast-paced environment.
- Able to work collaboratively as a member of a team.
- Strong communication skills.

**Minimum education/experience requirements:**

- It is preferable that each applicant have a valid driver’s license.

*The Winnepesaukee Playhouse is dedicated to inclusive hiring and the principle that art thrives in a diverse environment. All qualified applicants will receive consideration for employment. The Playhouse does not discriminate based on race, color, religion, sex, gender identity or expression, sexuality, national origin, disability, or age.*

<b>Last Updated By:</b>	Amanda Dickinson	<b>Date/Time:</b>	2/12/24
-------------------------	------------------	-------------------	---------