



LEAD PRODUCTION ASSISTANT

POSITION SUMMARY:

The Lead Production Assistant is a part-time role at [BroadStage](#) that works alongside a team of PAs in a leadership capacity. PAs serve as the backstage support for artists and their teams, crew members, and staff. This position oversees that all PA backstage tasks and responsibilities are carried out by the PA team working a shift. The Lead PA ensures the PA team is providing a hospitable, safe, and clean environment for artists and crew members during rehearsals, technical load-ins, receptions, and performances. The Lead PA is key to ensuring the provision of necessary information, amenities, and care for all who are working or performing at BroadStage and communicating with the Production Supervisor.

REPORTING STRUCTURE

This position is part of the Production Department headed by the Director of Production. The Lead PA will directly report to the Production Manager or Production Supervisor scheduled at the time of the shift. This position will be trained by the Associate Company Manager (ACM) and will regularly communicate with the ACM before and after each event regarding hospitality and accommodation needed.

The department requires that all staff members participate in mid-year & end-of-year evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES*:

The Lead Production Assistant will fulfill regular, day to day PA tasks as well as leadership duties as follows:

- Oversees backstage hospitality, security, and cleanliness during rehearsal and show days.
- Ensures internal Production Department hospitality and production equipment is maintained and organized.
- Acts as shift lead for a small team of PAs and ensures duties are assigned and meal breaks are taken.
- Manages Artist services including but not limited to, artist check-ins, event-based shopping, backstage guest lists, and resolving any issues or questions pertaining to Artist services.
- Primary liaison between Production lead and PA team during shift.
- Completes pre-shift prep and end of shift check-ins with Production Lead.
- Trains new and current PAs on tasks and protocols.
- Setting up the in-house PA system for events as required.
- Attends and supports all rehearsals and performances for the BroadStage Artist in Residence both on and off site.
- Other duties as assigned.

**This summary of job duties and responsibilities is not intended to cover all possible job duties and is subject to change at the employer's discretion.*

QUALIFICATIONS AND REQUIRED SKILLS:

- Ability to commit to work a minimum of 75-80% of BroadStage Production shifts in the 24-25 season ([calendar](#)). This includes mostly weeknights and weekends.

- Experience in leading/managing a small team.
- Experience in working backstage in an artist relations capacity.
- Experience, ability, and commitment to working with individuals and teams of various identities such as race, gender-identity, sexual orientation, religion, ability, age, class and immigration status.
- Strong leadership skills.
- Strong organizational skills and attention to detail.
- Strong time-management skills.
- Ability to communicate clearly and effectively with artists, crew and colleagues.
- Ability to self-manage their responsibilities efficiently and professionally.
- Demonstrated ability to operate under pressure and be sensitive towards artist needs.
- Respect for and general interest in the performing arts highly preferred.
- High School Diploma or GED equivalent preferred (formal, informal and cross-disciplinary experiences will be considered).
- Must attend mandatory (paid) training as scheduled by employer.
- Must have a valid California Driver's License and a car.
- Must be able to purchase alcohol legally in California.

COMPENSATION

\$21.00/Hour; Part-Time Non-Exempt, Seasonal

HOW TO APPLY

Please submit a Resume and a Statement of Interest, including how your skills meet the job description to production@broadstage.org. Include "Lead Production Assistant" in the subject line of the e-mail.

At BroadStage, we believe that the performing arts are a source of joy, nourishment and connection, and that art flourishes when we all cooperate to create a space for it. BroadStage recognizes that the values of equity, diversity, inclusion, access, justice and respect must be fundamental to our work, and it is the responsibility of our staff, artists and patrons to create a welcoming environment for all. We take pride in the culture we are cultivating within our organization, as we celebrate the differences that bring us closer together. To learn more visit www.broadstage.org.

BroadStage is an Equal Opportunity Employer and all qualified applicants for employment will have full and equal access to employment opportunities.