



Production Assistant

ABOUT BROADSTAGE

BroadStage is an industry-leading performing arts producer and presenter located on Los Angeles' Westside, providing a platform for the world's most compelling artists working in theatre, dance, and music and multidisciplinary artforms. Building upon our first decade, the organization is rising to meet a rapidly evolving set of needs for artists, audiences, community and campus, with the aim to advance our role as an invaluable cultural resource and artistic ambassador for greater Los Angeles.

A beacon of Santa Monica College – one of the country's most progressive, diverse, and accessible educational institutions – BroadStage harnesses the transformative power of the performing arts as essential to a well society. Established in partnership with SMC in 2008, we are actively aligned with the College's commitment to access and social mobility. Our core values of creativity, learning and belonging shape all programs on and off our stages. We strive to provide insight and context to the widest spectrum of our communities so that they may fully experience the artists who are at the center of our work. The organization's typical in-theater season runs September through June, with some outdoor activity during the summer and programs online year-round.

With the leadership of Artistic & Executive Director Rob Bailis, BroadStage is strengthening its impact through a new artistic vision, an expanded venue footprint, enhanced community activation and deeper alignment with SMC. Now, inside of the most extreme changes and challenges to our industry brought upon us by the pandemic, we are offered the opportunity to eliminate harmful inequities based on historical biases that have existed within our field. BroadStage is designing the future we wish to see, evolving our work for a new day and shaping the world in which we can all proudly live. We hope you'll join us as a part of our growing team.

Our mission: BroadStage gathers artists, thinkers and audiences to celebrate our shared humanity and expand the role the arts play in the vitality of our diverse community.

POSITION SUMMARY:

Production Assistants at BroadStage serve as the backstage support team for artists, crew members and staff. This position works to create a hospitable, safe and orderly environment for artists and crew members during rehearsals, technical load-ins, receptions, and performances. The Production Assistant is key to providing necessary information, amenities, and care for all who are working or performing at BroadStage.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain backstage hospitality, including Green Room setup/breakdown, dressing room setup/breakdown, and the upkeep of artists' hospitality needs
- Ensure the backstage area (including the Green Room, artist entrance, dressing rooms and hallways) remains secure, clean, and free of obstacles
- Check in artists and their personnel and escort them to/from stage, dressing rooms, reception areas, etc.
- Maintain awareness of artists locations at all times
- Check-in and escort approved guests of the artists to their designated areas (Green Room, lobby, etc.) post show
- Act as the artist's liaison between front-of-house staff, assisting with ticketing requests or adjustments
- Order, when necessary, and distribute artist and crew meals in compliance with scheduled meal breaks
- Complete general tasks, which include event-based shopping, calling taxis/Ubbers for artists post show, and setting up the in-house PA system for pre/post show events
- Occupy a seat in the house or stage right during performances to notate start/end times and any issues that occur during the production
- Other duties as assigned

QUALIFICATIONS AND REQUIRED SKILLS:

- Experience, ability, and commitment to working with individuals and teams that are of various identities such as race, gender-identity, sexual orientation, religion, ability, age, class and immigration status
- Possess strong organizational skills and attention to detail
- Ability to communicate clearly and effectively with artists, crew and colleagues
- Strong time-management skills
- Able to self-manage their responsibilities efficiently and professionally
- Proactive and detail-oriented with the ability to multi-task effectively
- 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)
- Willing to work part-time; mostly weeknights and weekends (relative to BroadStage calendar)
- Applicants must have a valid California Driver's License and a car
- Applicants must be able to purchase alcohol legally in California



COMPENSATION

\$19.00/Hour; Part-Time Non-Exempt, Seasonal

HOW TO APPLY

Please submit a resume and at least 2 references to employment@thebroadstage.org. Include "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.

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