



LEAD PRODUCTION ASSISTANT

ABOUT BROADSTAGE

BroadStage is a contemporary performing arts presenter in Santa Monica that energizes audiences and community through bold performances and personal connection. A proud partner of Santa Monica College, BroadStage's primary venue is the Santa Monica College Performing Arts Center, which includes three venues: The Eli & Edythe Broad Stage, a 535-seat venue combining the warmth of a small theater with the acoustics and staging of a grand hall, The Edye, an intimate black box space, and The Plaza an indoor/outdoor space perfect for live music, dancing, and community building.

BroadStage is part of the SMC tradition of community service, providing educational programs for high school and college students, artist workshops, and special events. After a 15-year anniversary in 2023, we're expanding to meet a rapidly evolving set of needs for artists, audiences, and community. Under the leadership of Artistic & Executive Director Rob Bailis, BroadStage is broadening its impact through a new artistic vision and expanded venue footprint, celebrating our shared humanity and expanding the role the arts play in the vitality of our diverse community. We believe that through the arts we can design the future we wish to see, evolving our work for a new day, and shaping a world in which we can all proudly live. To learn more about BroadStage visit www.BroadStage.org.

POSITION SUMMARY

The Lead Production Assistant is a part-time position that works alongside a team of Production Assistants (PAs) in a leadership capacity. Our PAs serve as backstage support for artists and their teams, crew members, and staff. This role oversees all PA tasks and responsibilities are carried out each shift. The Lead PA ensures we provide 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 the provision of necessary information, amenities, and care for all who perform at BroadStage.

This position is part of the Production Department headed by the Director of Production and Theatre Operations. 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 Company Manager and will regularly provide updates after each event regarding hospitality and accommodation needs.

The department requires that all staff members participate in mid-year and end-of-year evaluations to ensure that our work together continues to be efficient, accessible, and equitable.

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.
- 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.
- Acts as shift lead for a small team of PAs and ensures duties are assigned and meal breaks are taken.
- Primary liaison between Production Manager and PA team during shifts.
- Completes pre-shift prep and end of shift check-ins with Production Manager/Company Manager.
- Works with Company Manager to keep PAs up to date on systems and protocols.

- Ensures internal Production Department hospitality and production equipment is maintained and organized.
- Setting up the in-house PA system for events as required.
- 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 25-26 season ([calendar](#)). This includes mostly weeknights and weekends.
- Experience leading/managing a small team.
- Experience 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 responsibilities efficiently and professionally.
- Ability to operate under pressure and be sensitive towards artist needs.
- Respect for and general interest in performing arts is highly preferred.
- High School Diploma or GED equivalent preferred (formal, informal and cross-disciplinary experiences will be considered).
- Must attend mandatory (paid) trainings 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

LOCATION

This position is based in Santa Monica, California.

HOW TO APPLY

Please submit your cover letter and resume to production@broadstage.org and include "LEAD PRODUCTION ASSISTANT" with your first and last name 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 BroadStage is an Equal Opportunity Employer and all qualified applicants for employment will have full and equal access to employment opportunities.