



Milwaukee Repertory Theater Job Posting

Position: Assistant Production Manager / Purchaser
Department: Production
Reports to: Associate Production Manager
Status: Full Time, Seasonal, Exempt
Start Date: July 2019

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of Assistant Production Manager. Our mission is to ignite positive change in the cultural, social, and economic vitality of our community by creating world-class theater experiences that entertain, provoke, and inspire meaningful dialogue among an audience representative of Milwaukee's rich diversity. It is important that our hiring practices reflect this commitment to diversity and we strongly encourage applications from members of underrepresented groups.

Position Summary:

The Assistant Production Manager contributes to the daily operation, and administration of the production department. The APM will work in concert with the Production Manager and Associate PM to keep the department running smoothly.

Principle Duties and Responsibilities:

- Assist in the completion of paperwork and orientation of new employees
- Process weekly production payroll and employee benefit timesheets
- Coordinate and maintain all contact information for visiting actors, directors, designers, and staff
- Maintain employee contact information and the Emergency Contact Binder
- Assist in creating and distributing the weekly IA schedule
- Assist in creating and distributing production schedules, contact sheets, and other production documentation
- Attend and take notes at production meetings, company meetings, and other staff meetings as directed
- Coordinate with the Facilities and Engineering Departments to keep the backstage areas, dressing rooms, and rehearsal halls cleaned and maintained
- Read and respond as needed to all show reports, rehearsal schedules and building schedules
- Work with the Education department to coordinate and assist with Student Matinees and special programs
- Work with the Development department on production related special events and fundraisers
- Attend Tech rehearsals and previews to serve as a liaison between the The Rep and guest artists, to maintain high quality, and to assist in the absence of the Production Manager.
- Ensure first aid kits are stocked with the appropriate supplies.
- Work with Production Area Heads to facilitate the purchase and delivery of various materials
- Other Duties as assigned

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Skills and Qualifications:

- Strong Verbal and written communication skills
- Ability to work as a team member and present a positive attitude even in stressful situations
- Well-rounded understanding of technical theatre
- Ability to multi-task, maintain organization and be detail oriented
- Valid driver's license and clean driving record
- Comfortable driving cargo vans, experience driving box trucks is helpful
- Able to respond to new requests with flexibility and an eye for priority
- Comfortable operating computers and using the Microsoft Office Suite
- Familiarity with FileMaker Pro is a plus
- Ability to work weekend and evening hours

Physical Demands:

- Must be able to perform physical activities such as, but not limited to lifting, bending, standing, walking, and stair climbing
- Able to safely operate a motor vehicle, sometimes at length of 2-4 hours at a time

TO APPLY:

Please send cover letter, resume and at least 3 professional references to:

Mail: Asst Production Manager Search, Attn: Jared Clarkin, Production Manager,
Milwaukee Repertory Theater, 108 East Wells Street, Milwaukee WI 53202

Email: Careers@milwaukeeep.com

Application Deadline: For best consideration please apply by June 7th. Applications will be accepted until the position is filled. The anticipated start date for this position is July 2019.

Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.