



## Milwaukee Repertory Theater Job Posting

**Position:** Production Associate  
**Department:** Production  
**Supervisor:** Production Manager  
**Classification:** Seasonal, Part Time  
**Employment Dates:** Early-August to Mid-May, Flexible

Milwaukee Repertory Theater, a LORT theater located in the heart of Wisconsin's largest metropolitan area, is currently seeking applicants for the position of Production Associate. Our mission is to ignite positive changes 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 Milwaukee Rep is accepting applications for the position of Production Associate. This staff member will serve as the purchaser for the props, lighting, and sound departments and assist the production management staff with administrative tasks. The associate will work with production area heads to purchase materials and supplies as well as facilitate the pickup and return of rented equipment from suppliers in the greater Milwaukee area. In the production office, the associate will assist in purchasing data entry, scheduling, and other day to day tasks associated with running a production department. The associate will work closely with all members of the production department and will act as a company ambassador when offsite purchasing.

### **Duties and Responsibilities:**

- Purchase materials and supplies for the scenic, props, lighting, and sound departments
- Assist other departments with pick-ups and deliveries as time permits
- Obtain quotes and availability information from vendors via phone, email, and in person
- Maintain current vendor list and assist all area heads in finding proper vendor
- Assist in the safe pick up and return of all rented equipment
- Accurately transmit purchase information to finance department
- Assist in the upkeep of all safety related equipment and reference materials
- Work with production management to generate and maintain paperwork
- Coordinate and facilitate production truck rental needs and logistics

### **Skills and Qualifications**

- Well-rounded understanding of technical theatre areas

- Able to build a well-organized shopping list that maximizes efficiency
- Able to multi-task on a wide range of projects
- Valid driver's license and clean driving record
- Comfortable driving 24' trucks
- Able to respond to new requests with flexibility and an eye for priority
- Comfortable operating computers and using the Microsoft Office Suite
- Able to accurately enter data
- Able to clearly communicate with production staff through email, phone, and text
- Knowledge of the greater Milwaukee area stores and roadways is a plus
- Familiar with FileMaker Pro or Microsoft Access is a plus

**Physical Demands:**

- Able to walk and stand for 2-4 hours at a time
- Able to safely operate a motor vehicle
- Able to lift and move 50+lbs with assistance
- Able to operate a computer

**Compensation and Schedule:**

This position is part time, up to 29 hours per week, with the bulk of the hours happening during typical office hours. There is some flexibility to work around the candidate's availability. This position is paid hourly at \$15.00 per hour.

**To Apply:**

Applications are being accepted until May 5, 2019. Please e-mail a cover letter, resume, and contact information for 3 references to: [careers@milwaukeeep.com](mailto:careers@milwaukeeep.com) with the subject line [Position Title] – [Your Last Name], e.g. Production Associate- Anderson

No phone calls please.

*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.*