

Northlight Theatre Production Department

Job Description

2026-2027 Season

Job Title: Production Assistant

Category: Temporary - Hourly, Non-Exempt

Overall Description: Working under the supervision of the Production Manager and Stage Manager, the Production Assistant is responsible for attending rehearsals, tracking props, preparing all run paperwork, and assisting the Stage Manager in their rehearsal duties as requested for all Northlight events including Mainstage Productions.

Responsibilities include but are not limited to:

- Assist the Stage Manager during pre-production week which can include but not be limited to: copying scripts, taping down the outline of the set on the floor of the rehearsal space, and any other general preparation work.
- Assist the Stage Manager during rehearsals and tech rehearsals which can include but not be limited to: Setting up props, staying on book, creating and updating all run paperwork, writing line notes, filling out call sheets, making coffee, doing company dishes and hospitality set-up, making copies, and distributing paperwork.
- Assist in loading out of the rehearsal room, and restoring the rehearsal room to original state by the beginning of Tech.
- Be familiar with all technical and design elements of the production.
- Attend all technical rehearsals, dress rehearsals, and be available to assist the Stage Manager.
- Coordinate and train run crew for each production.
- Perform backstage duties or stage management duties as assigned during all rehearsals and tech rehearsals.
- Arrive prior to each rehearsal as called by the Stage Manager.
- Responsible for communicating perishable props consumption to the Props Supervisor.
- Manage Theatre Credit Card spending by submitting receipts to the Production Manager in a timely manner.
- Support all other Northlight activities such as Reading Series, One Night Events, educational programming, fundraising events, etc. if so requested and mutually agreed.
- Adhere to all budget parameters established by Theatre.
- Perform any additional duties as assigned by a Supervisor.
- To adhere to all policies and safety protocols as listed in the Employee and Guest Artist Handbooks at all times, and to provide updated information to Production Manager as needed to keep Handbooks up to date.

Qualifications:

- Must have excellent organizational, multi-tasking, interpersonal, and communication skills. Should feel comfortable working with Microsoft Office Suite and the Google Drive structure. Must be able to lift 35+ lbs. and perform basic scene shifts, costume changes, and prop set ups are required. Stage Management or run crew experience preferred. Ability to read ground plans is a plus.