

Stage & Screen Studios is seeking creative, motivated APEX self-starters to join our team as Production Assistant in our Theatre & Television Production.

The Production Assistant is a crucial entry-level technical position that serves in multidimensional ways to support the Director, Assistant Director, Director of Photography, Music Director, Choreographer, Production Manager and Stage Manager.

Applicants must be keenly interested in theatre and television production. Familiarity with industry terminology and concepts preferred. Must be a self-starter, able to take direction and achieve results. Production Assistants must show initiative to assist in managing issues, identifying potential problems, and working through solutions to improve the production process.

Candidates must be eager to learn, polite, prompt, responsible, flexible and on-time.

The PA's primary objective is to carry out any and all duties in a precise and timely manner in support of the production process. PA Duties include and are not limited to:

1. Prior to each rehearsal powering up computer management system, sound system, microphones and lighting as required.
2. Maintaining an accurate daily rehearsal attendance record of all cast members.
3. Record scene/set blocking in a Production Book.
4. Take and disseminate notes for Director, Assistant Director, Music Director, Choreographer, Costumer, Lighting Designer, Props Master and Stage Manager
5. Maintain a Production Book including script, character break-down, talent names and associated character descriptions, blocking notes, lighting and sound requirement notes and sequential cue lists, costume list, props per scene, hair/makeup requirements
6. Assist with maintaining the daily schedule and ensuring all talent and production personnel are following accordingly
7. Assist in disseminating all applicable information to talent including script, blocking, costume, props, scene and filming schedule in a timely manner
8. Create and maintain a scene Filming Schedule for any video production work listing all daily shots, talent names and contact information, locations and addresses, technical requires including cameras, lights, audio, costumes, props per scene and hair/makeup requirements
9. Assist in set design, construction, and painting
10. Assist in placing and operating lights, cameras, audio, green screen and smoke effects equipment
11. Assist in the Tech Booth with running tech week rehearsals including running sound board, lighting and/or video computers.
12. Assist with running sound board, lighting and/or video computers during performances of live shows in a technical manner as set forth by the Director

13. Assist with Posting to designated Stage & Screen Studios social media pages
14. Serve as a Stand-in during scenes as required
15. Any other production duty as set forth by the Production Director

Applicants with strong social media experience preferred!

Prior applicable experience is helpful though not required.