



JOIN OUR TEAM!

ASSISTANT PRODUCTION MANAGER

Position Announcement: The historic Fox Tucson Theatre is seeking a technical theater production professional, who is dedicated to the behind-the-scenes excellence that makes for truly great events! Become a member of our team at an exciting time in the live events industry, and help to grow the impact of downtown Tucson's one-of-a-kind Crown Jewel.

Position Overview

The Fox's Assistant Production Manager (APM) is responsible for supporting the safe and successful production and technical execution of events at the Fox Tucson Theatre. The APM assists the Production Manager with managing technical aspects of theatre facilities, equipment, and systems; ensures success of events by performing the technical aspects related to show production; and serves as a venue liaison in an event leadership role for smaller assigned events.

Requirements

Minimum 2 years work experience in performing arts technical production, with proven expertise in stage lighting, pro audio systems, and/or basic video systems. Associate's degree or equivalent work experience in theatre, performance, music production, or related field.

Schedule and Start Date

Full-time. Regular office hours. Desired start date no later than December 30, 2024.

Compensation: \$22 - \$25/hour; plus generous benefits package

How to Apply: Submit cover letter highlighting interest and relevant qualifications and resume to HR@foxtucson.com; or submit via Indeed.com application portal. Preference given to applications received by November 27, 2024. The Fox Tucson Theatre is proud to be an Equal Opportunity employer. Women, BIPOC, individuals with disabilities, veterans, and those underrepresented in the live events field are strongly encouraged to apply.

ASSISTANT PRODUCTION MANAGER JOB DESCRIPTION

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with the oversight and orientation of stagehands (from third party vendors or other sources), supporting the Production Manager to ensure all users are able to safely and efficiently utilize space and equipment.
- Perform load in and out of event and rental equipment; assist audio and lighting as directed; participate in set and equipment changes; and ensure that artist and tour personnel have required items to perform
- Act as a knowledgeable venue point of contact for touring personnel and crews for routine technical matters throughout the course of events
- Operate and care for stage areas and technical equipment in a safe, clean manner; and adhere strictly to Fox policies, safety standards, and legal requirements while supporting other users to do the same
- Under the direction of the Production Manager, interact with facility users (including renters, co-promoters, etc.) in the planning, coordination, and execution of programs, services, and events for assigned shows.
- Serve as show Production Manager for assigned smaller events, including films, lectures, comedy, local productions, and small-scale tours
- Assist Production Manager in maintenance and repair of sound, lighting, and stage equipment
- Maintain and secure house backline, materials, and supplies
- Fill working crew position(s) as stagehand, loader, audio, lighting, video, and/or fly, rigging, etc. as assigned
- Assist with special events operations and in-house production needs, including running basic lighting and audio systems
- Other responsibilities as requested, as part of a positive and productive team pursuing the best for those we serve.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the education, experience, knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Knowledge of technical theater and music production best practices in lighting, audio, video, rigging, and digital cinema/video equipment.

- Two years minimum touring or stage production experience, with expertise in stage lighting, pro audio systems, or basic video systems
- Ability to work independently and follow through on projects with minimal direction.
- Ability to read, interpret and implement stage plots, light plots, sound plots, and blueprints.
- Broad understanding of all aspects of technical theater and stage management.
- Ability to resolve problems with diplomacy, and to act decisively in the face of unplanned situations while remaining calm.
- Able to work safely around power tools, on ladders and lifts, and around electricity.
- Ability to lift and carry 75 lbs using proper lifting techniques, and to regularly lift and carry 25 lbs.
- Ability to climb ladders and stairs; to reach overhead and at/below shoulder level; to push and pull to operate equipment and move heavy objects; to stoop, crawl and access enclosed spaces; and to stand and walk for extended periods of time.
- Ability to work independently and follow through on projects with minimal direction.
- Flexible hours necessary, considerable evenings and weekends required, as well as some early mornings required.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.