

Production Assistant

Position Overview

Job Title: Production Assistant

Reports to: Production Stage Manager

FLSA Status: Seasonal Full Time, hourly, Non exempt

Compensation Rate: \$14.50 per hour

Benefits: Medical & Supplemental Insurance, 401k, PTO, Company Recognized Holidays, Barter Partnership Programs & Discounts, Housing

DATES: Oct. 20, 2025 - Dec. 28, 2025

Position Summary

Barter Theatre seeks (Production Assistants) to be a part of the stage management team of 8 working on our 13 show season. Production Assistants will work closely with the AEA Stage Management staff during rehearsals and performances. They will be called upon to fill different run crew roles and also be involved in the changeover of sets between shows. Ideal candidates will have strong leadership, be willing to learn, able to work well with others, and have stage management skills. This is a full time position involving six days of work per week and includes work at night, and on weekends. Able to Lift 50lbs.

Responsibilities

Rehearsal support.

- Help create and maintain safe space.
- Taping out ground plans.
- Attend and support all assigned rehearsals.
- Assist Stage Management with **room set-up, props tracking, set and costume pieces, spike marking, and paperwork updates.**
- Resetting at the end of day.
- Manage entrances, exits, prop presets, line notes when requested.
- Take detailed notes and communicate with departments as directed.

Tech rehearsal support.

- Help create and maintain safe space.
- Set up prop tables and chairs for crew and actors.
- Transfer spikes from rehearsal hall and maintain through run.
- If on deck run scene changes and props.
- Relay all notes about sets, props, safety, facilities etc. to AEA SM staff
- May run follow spot.

Performance Support.

- Serve as **backstage run crew, assistant deck crew, or spot op** as assigned.
- Assist with **preset, prop tracking, scene shifts, and performer support** during performances.

- Maintain backstage areas in a clean, organized, and show-ready condition.
- Operate show paperwork, checklists, and run sheets accurately and consistently.
- **May be costumed and visible to the audience** during transitions, scenic shifts, or onstage moments.

Post Show support.

- Put props away.
- Assist the stage management department in the day to day running of the theatre which may include, but is not limited to special events, actor/designer transportation (ie to airport in Tri Cities), assisting in other departments.

Changeovers & Load-ins

- Participate in **scenic changeovers and technical transitions** between shows.
- Help reset rehearsal spaces or stages after strike or load-in.
- Collaborate with other departments (scenery, props, costumes) as needed during transitions.

Required

- Previous experience as a **Stage Management PA, Non Union Assistant Stage Manager, or run crew member** in theatre or live performance.
- Strong communication and interpersonal skills; must be able to follow direction precisely and without ego.
- Ability to **lift and carry up to 50 pounds, climb ladders**, and work in tight and dark backstage spaces.
- Comfortable working in **low light, tight spaces, or at heights** (ladders, grid, fly rail, etc.).
- Willingness to work nights, weekends, and irregular hours, including extended changeover days.
- Strong organizational skills and attention to detail.
- Familiarity and comfort with **basic theatrical tools and backstage etiquette**.
- Understanding of **safety practices** related to lifting, rigging, or moving scenery.
- Must be **punctual, reliable, and team-oriented** with a strong sense of personal responsibility.
- Ability to **maintain focus and composure** during live performances or high-pressure situations.

Preferred

- Familiarity with AEA stage management practices and paperwork.
- Basic knowledge of theatrical terms, stage directions, and run-of-show flow.
- First Aid/CPR or OSHA-10 certification is a plus.
- Valid driver's license and ability to drive company vehicles is a plus.

Working Conditions

- This position requires long hours on your feet, working both independently and as part of a team.
- Work will take place in a mix of rehearsal rooms, backstage areas, and performance spaces.
- Fast-paced environment with frequent quick changes, scene shifts, and multiple overlapping productions.

Organizational Overview

Currently celebrating its 91st year, Barter Theatre is a repertory company of resident artists dedicated to serving others by creating world-class theater in the heart of Appalachia. Barter's vision is to maintain a sustainable model of producing world-class theater that entertains, engages, and connects artists and audience, while reflecting the inherently Appalachian values of hard work, generosity, service, and story. Barter produces musicals, classic plays, and new work March-December including the nationally renowned initiatives Appalachian Festival of Plays and Playwrights and Black Stories Black Voices.

Equal Employment Opportunity Commitment

Equal employment opportunity and an inclusive and representative staff are fundamental at Barter Theater. Our employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/preference, political position, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

To Apply

To apply for this position, please submit a current resume, cover letter, and three references to craebel@bartertheatre.com (she/her). The cover letter should include why this position and organization are attractive to you and what you feel you bring to the table that makes you a great fit for Barter Theatre.