



UNITED PLAYERS  
OF VANCOUVER  
Artistic Director Sarah Rodgers

United Players of Vancouver is looking for a

## **PRODUCTION ASSISTANT**

United Players mounts five productions a season. The Production Assistant will work with the Producer of each show, under their supervision.

### **Qualities we're looking for:**

The Production Assistant must be an organized and detail-oriented person with the following:

- Good interpersonal communication skills
- Ability to write, send and receive email correspondence
- Comfortable using a word processing program
- Comfortable using a spreadsheet program
- Comfortable using Zoom to set up meetings
- Comfortable taking minutes at meetings
- They must have a driver's license and access to a car when needed
- Hopefully, a love of theatre

### **Remuneration:**

The position will carry an honorarium of \$750 per production.

### **Responsibilities:**

While the demands for each production may be slightly different, the Production Assistant will in general be responsible for:

- Organizing auditions and callbacks, including scheduling, copying of sides etc.
- Communicating with the operators of the rehearsal hall the preferred rehearsal times for each show plus any changes to those times that may arise.
- Setting up production meetings and taking minutes at those meetings.
- Printing scripts and permission forms and delivering them to the rehearsal hall.
- Orient any new stage manager to the rehearsal hall.
- Providing snacks for production meetings and first read
- Ensuring JAC door codes are given out.
- Recruiting volunteers for tech week and for strike
- Purchasing and delivering snacks for volunteers during tech week and the strike
- Organizing tech Sunday dinner
- Arranging for the archival video
- Ordering and delivering sweets for opening night reception | • Arranging for the transport of set pieces and the transfer of props and set pieces from the rehearsal hall to the theatre |
- Arranging for the return of set pieces and props after closing, if necessary

### **To apply:**

Please apply to Joan at [j.bryans@telus.net](mailto:j.bryans@telus.net) attaching your cv and any other info you may find relevant.