



**Position Title:** Production Assistant  
**Department:** Production Department, Stage Management  
**Reports To:** Stage Manager, Associate Director of Production  
**Job Type:** Full-time, Seasonal, Non-Exempt (eligible for overtime)  
**Salary/Wage:** \$640-\$680 per week, depending on experience  
**Benefits Eligible:** Yes  
**Targeted Dates of Employment:** September 17, 2024 – June 29, 2025

Syracuse Stage is committed to anti-racism, equity, diversity, and inclusion in all areas of our work, on and offstage, and is an Equal Opportunity Employer. Syracuse Stage acknowledges with respect, the Onondaga Nation, firekeepers of the Haudenosaunee, the Indigenous people on whose ancestral lands Stage now stands. Learn more at [www.onondaganation.org](http://www.onondaganation.org).

Candidates from underrepresented groups and those who share these values and have demonstrable experience advocating for anti-racism, equity, diversity, and inclusion are strongly encouraged to apply.

#### **General Job Description:**

The Production Assistant assists the Stage Manager with all aspects of preparation, rehearsal, and performance of Syracuse Stage productions.

The description of the position in this document is representative and not exhaustive. Regular collaboration between shops in the production department and the wider organization is expected. Duties and responsibilities may shift with organizational needs.

#### **Specific Responsibilities:**

1. Assist in the preparation of materials and space for rehearsal and performance.
2. Assist during rehearsal, specifically by taking blocking and tracking notes, prompting, and setting props.
3. Assist in the writing and distribution of production notes and schedules to appropriate departments.
4. During technical rehearsals and performances, prepare backstage work areas, instruct, and supervise deck crews.
5. Serve as a member of the running crew for all Syracuse Stage productions they are assigned to.
6. Assist in the strike of all Syracuse Stage productions.
7. Assume other related duties as assigned by the Stage Manager and Associate Director of Production.

#### **To Apply: [Click Here](#) or scan the QR code to the right:**

(URL: [https://syracuseuniversity.qualtrics.com/jfe/form/SV\\_0MWNWYJIDV9tZ2K](https://syracuseuniversity.qualtrics.com/jfe/form/SV_0MWNWYJIDV9tZ2K))



Please Include:           Resume  
                                  Cover Letter  
                                  Three (3) professional references  
                                  Portfolio work for Production Dept. positions is encouraged

If you have difficulty submitting your application, please email [HR@syracusestage.org](mailto:HR@syracusestage.org) or call (315) 443-9842. We ask for materials in a written form, but we invite applicants to share their application using whatever format(s) best support their ability and skillset.

**About Syracuse Stage:**

Founded in 1974, Syracuse Stage is the non-profit, professional theatre company in residence at Syracuse University. It is nationally recognized for creating stimulating theatrical work that engages Central New York and significantly contributes to the artistic life of Syracuse University, where it is a vital partner in achieving the educational mission of the University's Department of Drama. Syracuse Stage's mission is to tell stories that engage, entertain, and inspire people to see life beyond their own experience. Each season 70,000 patrons enjoy an adventurous mix of new plays, and bold interpretations of classics and musicals, featuring the finest theatre artists. In addition, Stage maintains a vital educational outreach program that annually serves more than 15,000 students from 14 counties. Syracuse Stage is a constituent of the Theatre Communications Group (TCG), the national organization for the American theatre, and a member of the Arts and Cultural Leadership Alliance (ACLA), the University Hill Corporation and the East Genesee Regent Association. Syracuse Stage is a member of The League of Resident Theatres (LORT), the largest professional theatre association in the country.