

## Production Coordinator

### ABOUT US

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Deeply rooted in our local Beverly Hills community and influenced by cultural change, the Wallis Annenberg Center for the Performing Arts, a public-private partnership with the City of Beverly Hills, strives to be a site for the convergence of relevant, dynamic performing arts, education and civic life, strengthening our local and global community is our role as a presenter, producer, educator and community resource. We approach our work with the pioneering creative spirit of Beverly Hills and greater Los Angeles, while also recognizing that we live in a multi-cultural every-changing world guided by our core values of Trust, Artistic Courage, Enlightenment, Cooperation, Communication, Diversity, Equity and Inclusion, and Accountability.

The campus itself is a breathtaking 70,000-square-foot facility celebrating the classic and the modern and has garnered six architectural awards. The restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater's dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater and an inviting open-air plaza for family, community and other performances.

### ABOUT THE JOB

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The Wallis is seeking a dedicated, theater professional to join our team as **Production Coordinator** to work alongside the production team and assist in performance-related operations including supervising running crews, scheduling, and event management, and serves as the main liaison with visiting guest artists and staffs during rehearsals and performances.

Additionally, once rehearsals are finished and shifts into the "run of show" schedule, the Production Coordinator becomes the Supervisor of production elements of the show, directly supervising and directing the running crews during the show run. This position reports directly to the Production Supervisor and is a full-time, exempt position.

If you have excellent communication, organizational and leadership skills, and enjoy interacting and working with artists, designers, and production teams, we look forward to hearing from you.

### WHAT YOU'LL DO

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- Work alongside Production Supervisor and Technical Director to supervise performances, events, and rentals, as well as stage manage events or rentals as necessary;
- Supervise the "run of show" phase of all productions; including, working with stage management in supervising all artists and technical crews. The Production Supervisor will shift to the next project, focusing elsewhere and the Production Coordinator is completely in charge during the run, supervising artists and technical crew;
- Supervise and give direction to technical crew members and artists on a regular and consistent basis;
- If through supervisory observation, the Production Coordinator determines that a crew member or artist has violated a policy or engages in behavior that requires discipline, their judgement of the situation will be shared with senior members of the Production team and disciplinary action will be taken accordingly;
- Assist with performance supervision at Wallis events, and stage manage special events or rentals as necessary;
- Work in cooperation with, and assist as needed, the Company Manager during all performance calls;
- Responsible for reading show reports, rehearsal schedules, and production calendars. Follow-up on applicable details/notes and communicate information to supervisors and staff as appropriate;
- Attend full staff meetings, production head meetings, production department meetings, and post mortems, as necessary;
- Assist in the supervision of stage labor in compliance with Wallis policies and procedures;
- Create, in collaboration with Production Supervisor, the overall dressing room assignment schedule for the season and be responsible for creating and posting appropriate signage;

- Manage communication with artists/companies for opening and closing night celebrations, parties, annual gala, etc.;
- Work with Production Administrator, Company Management, and the Artistic team to manage hospitality needs, as outlined in respective artist's riders;
- Coordinate with House Manager(s) regarding backstage guests, fan mail, etc.;
- Demonstrate a willingness to take the most effective role in the Production team.

## **SKILLS & EXPERIENCE NEEDED**

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- High School diploma required. Bachelor's degree preferred;
- A minimum of three (3) years' experience in a supervisor/management role within the entertainment industry required. Experience in other performance related areas desired;
- Demonstrated leadership skills required. Experience supervising and giving direction to crews and vendors preferred;
- Knowledge of stage related activities such as stage management, carpentry, rigging, electrics, sound, properties, and costumes/wardrobe;
- Ability to research and secure outside services and materials to support Wallis productions as needed;
- Thorough familiarity with Excel and Word required;
- Strong written and verbal communication skills with artists with varying degrees of experience;
- Ability to show initiative and work efficiently in stressful situations;
- Ability to work nights and weekends as needed;
- Experience with touring productions and international artists is a plus.

## **BENEFITS**

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This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

## **HOW TO APPLY**

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Please email your resume to [jobs@thewallis.org](mailto:jobs@thewallis.org) and include **Production Coordinator** in the subject line.

**No phone calls please.**

*The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.*