

## Production Coordinator

### ABOUT US

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The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry through robust and distinctive presentations and education programs curated with both creativity and social impact in mind. The campus 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.

Although The Wallis will not re-open its indoor theater prior to October 2021, The Wallis team will be active and imaginative while our indoor theaters remain closed. We will continue to provide outdoor programming in our temporary outdoor performance space this Summer, and continue to offer virtual educational programming, to continue to engage our beloved patrons.

GRoW @ The Wallis, The Wallis education department, continues to thrive with its new virtual classrooms and wide array of programs for people of all ages, remaining an especially important source of arts education and human connection during this time of isolation. The fall sessions of its popular *Staged Stories* and *Beyond Words* programs sold out with a long waiting list in less than a day.

### 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 skills 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;
- Once rehearsals are finished and a production shifts into the "run of show" schedule, the Production Coordinator becomes the Supervisor of production elements of the show. 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 is taken accordingly;
- Assist with performance supervision at Wallis events, and stage manage special events or rentals as necessary;
- Work in cooperation with, and provide assistance to, the Company Manager during performance calls;
- Responsible for reading show reports, rehearsal schedules, and facilities 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 overall dressing room assignment schedule for the season;
- Manage communication with artists/companies for opening and closing night celebrations, parties, annual gala, etc.;
- Work with Production Administrator and 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 degree required. Bachelors or MFA preferred;
- A minimum of three (3) years' experience in theatrical production management required. Experience in other performance related areas desired;
- Experience supervising and giving direction to crews and vendors;
- 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 communication skills with professional artists and inexperienced renters;
- Able to supervise and direct crew activities;
- Able to show initiative and work efficiently in stressful situations;
- Requires evening and weekend calls;
- Experience with touring productions and international artists is a plus;
- Demonstrated leadership skills, verbal and written communication skills, experience working with designers and a strong understanding of other areas of production.

## **PHYSICAL REQUIREMENTS**

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Must be able to comfortably negotiate stairs, ladders, lifts, and catwalks up to 60' above ground, as well as working within confined spaces. While performing the essential functions of this job, the incumbent must be able to do the following: stand for extended periods; sit for extended periods; bend and reach for filing and other job-related functions; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift; reach both above and below shoulder height. Specific visual abilities include close vision, color vision, depth perception, and the ability to adjust focus. Must be able to visually inspect work. Manual dexterity to operate computer and other office equipment required. Some outdoor work may be required, occasionally at temperatures over 85 degrees.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

## **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.*