Production Assistant

Production Office
Five College Dance

6 to 8 Hours per week, exact schedule to be worked upon hiring.

Federal Work Study Required: Yes
Number of Positions: 1
Contact: Matthew Adelson, madelson@fivecolleges.edu

Description:
The Production Office seeks a Production Assistant to provide support to the Production Manager and Assistant Production Manager in various office tasks, including but not limited to: assisting with advancing concerts, creating and distributing contact lists and schedules, organizing files, maintaining databases, and archiving dance concert files and recordings. Additional duties may also include distributing and collecting concert files, recording concert statistics and box office statistics for each concert, as well as updating files, creating and counting concert tickets and other tasks as directed.

The Production Assistant is supervised by the FCD Production Manager and FCD Assistant Production Manager, and may also interact with the FCD Director and/or Program Coordinator.

While we welcome all students to apply, this position is particularly suited to students involved in Five College Dance and, more broadly, students interested in careers in the arts, particularly in theatrical/dance production management. The Production Assistant will receive invaluable training and experience in the field, mentorship from the production staff, and connections to performing arts organizations in the Five Colleges, regionally, New York and nationally.

This is a year long position, beginning with the start of classes in September 2021, and completing with the end of the academic year in May 2022. Applicants must be available for the entire academic year. The position can be continued for the next academic year, and previous Production Assistants have worked for this office for multiple years.

The work location for this position is dependent on the COVID-19 policies, as determined by the five colleges for the fall semester. It may be in the Production Office, on the Smith campus, fully remote, or a combination of the two. However, all of the tasks can be completed virtually, if that’s preferable. There is no travel required, allowing the Production Assistant to work from their home campus.

Interested applicants should send a resume and a 1-2 paragraph statement of interest to Matthew Adelson, Production Manager, by June 7. The position will remain open until filled.
**Requirements:**
- Excellent communication and interpersonal skills.
- Extremely reliable/punctual.
- Ability to take directions from multiple supervisors.
- Ability to work independently, meet deadlines unsupervised.
- Ability to work in a fast-paced, multitasking environment.
- Must be competent with Google Docs and Sheets, as well as MS Word, Excel, and other online platforms (email, Drop Box, etc).