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**Job Title:** Assistant Production & Company Manager

**Department:** Production

**Reports To:** Production Manager

**Oversight:** Provides production support and company management for Book-It's mainstage productions.

**Classification:** 25+ hours weekly; hourly

**Pay:** \$22-25/hr, depending on experience

Hybrid In-person/Remote position

**About Book-It Repertory Theatre:** Book-It Repertory Theatre is a 501(c)3 non-profit organization whose mission is to transform great literature into great theatre, through simple and sensitive production, and to inspire our audiences to read. Founded in Seattle in 1990, Book-It Repertory Theatre believes that reading and literacy are fundamental rights and keys to success. Book-It creates world-premiere adaptations of classic and contemporary literature for the stage, annually serving approximately 20,000 patrons through its Mainstage 4-play production season, and approximately 55,000 young people throughout Washington with our Arts Education programs, including in-class tours, assembly tours, workshops, and reader's theatre scripts.

Book-It strives to be an anti-racist organization that values equity, diversity, inclusion, and a focus on relationships, interactions, and work that promotes justice. Book-It values accountability, follow-through, compassion, enthusiasm, professionalism, and resourcefulness.

Vaccination Required, Covid-19 protocols in place

**Position Summary:** Book-It's Assistant Production & Company Manager's purpose is to support the production department and facilitate the on-boarding and the eventual needs of artists and crew brought in for mainstage productions. This includes contract management, supporting the stipulations of various artist unions, providing company resources during productions, and overall ensuring that those involved in a production feel comfortable while they contribute to the project.

## **Company Management**

- Serve as liaison between the theatre and the cast members of each production from casting to hiring
- Assist the Artistic Director and Production Manager in creating budgets for each show that include all associated costs (i.e. union dues, health contributions, etc.)
- Based on the final cast list provided by Artistic Director or Show Director, create and maintain a system for tracking offers and accepted offers
- Coordinate contracts and riders for actors with appropriate details, which may include the assigned role(s), duration of contract, fee, etc.
- Work with Production Manager on Actors Equity related documentation, requests, and management
- Collect actors' bios and headshots in a timely manner for playbills and marketing purposes
- Make arrangements for travel, accommodations, and hotels for artists when necessary
- Arrange distribution and pick-up or electronic delivery of scripts, scores/librettos, orchestra parts, and other materials for artists
- Make sure contract and employment documents are signed and proper forms are submitted to the theatre and associated union(s) in a timely manner
- When necessary, assist with scheduling actors for special activities, which may include publicity activities, media appearances, community outreach activities, etc.

## **Production and Stage Management Support**

- Collate contact information for creative team and actors for every production
- Post, announce, and distribute critical information to the cast and crew members in person, by phone, or electronically in the event of emergencies or significant changes
- Help recruit stage managers and make sure they are set up for success and have the information and tools they need
- Assist Production Manager in crafting, maintaining, and disseminating production calendars, schedules, and Dropbox folders

- Assist Production Manager and Artistic Director with preparations and execution of “First Rehearsal” events
- Populate and manage weekly AEA payroll reports to be reviewed by the Production Manager
- Provide Production Management coverage during a portion of each technical rehearsal process
- Serve as a possible point on the Complaint Path and support the conflict resolution process laid out in the Book-It handbook
- Help identify opportunities for adjustment and improvement in Book-It's production procedures and methodologies
- Aid Artistic Director and Production Manager in the coordination of production post-mortems

**Schedule:** This position works primarily Monday-Friday, 9am-5pm, with evenings and weekends as needed to support opening nights, show-related urgent needs, and events. Location: This is a hybrid work-from-home and in-office/theatre position. The final schedule to be agreed upon with the Production Manager.

The administrative office is located on the Seattle Center grounds: 401 Mercer St, Seattle WA, 98109. Our productions primarily take place at the Center Theatre in The Armory at Seattle Center: 305 Harrison St, Seattle WA, 98019.

**Compensation and Benefits:** The pay range for this position is \$22-\$25/hr. Benefits include employer-subsidized health care, paid time off (PTO), and ten paid holidays.

In addition, Book-It closes for two weeks in July, at the end of our season, to afford employees uninterrupted time off.

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to use a computer and telephone, as well as other standard office equipment
- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis

- Ability to occasionally push, pull, lift and/or carry supplies up to 25 pounds
- Valid driver's license and ability to drive the Book-It van

In compliance with the ADA Amendment Act, should you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact the Managing Director, Jeannine Clarke, by email at [jeanninec@book-it.org](mailto:jeanninec@book-it.org) or by phone at 206-428-6258.

Book-It Repertory Theatre will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship to Book-It Repertory Theatre would result.

**How To Apply:** Please email a cover letter and resume to Managing Director Jeannine Clarke at [jeanninec@bookit.org](mailto:jeanninec@bookit.org).

Book-It Repertory Theatre is committed to supporting a diverse work force and does not discriminate in employment based on race, color, religion, sex, age, or national origin. Qualified applicants are considered for all positions without regard to age, marital status, sexual orientation, or the presence of a non-job-related medical condition or handicap.