



The Part Time Production Coordinator supports the Production Department in the successful execution of events, management of expenses, and provision of exemplary customer service to customers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate the Production Department and the stage activities as assigned and in the absence of the Director of Production and the Production Supervisors by making decisions regarding technical matters, BCPA emergencies, safety, financial interest of the client, and the financial interest of PACA.
- Responsible for acquiring and disseminating all necessary technical, production, and department information essential to ensure the successful execution of assigned events.
- Responsible for retrieving all technical information regarding events in all ancillary spaces including tables, chairs, risers, lights, sound systems, etc.
- Retrieve all technical information regarding Student Enrichment in the Arts (SEAS) events, including sound, lighting, carpentry, and stagehand labor requirements, such as crew schedules.
- Track all revenue and expenses incurred by events and/or the Production Department (ancillary spaces, rentals, in-house equipment, maintenance, and budget).
- Organize, plan, and execute all aspects of assigned events, including preparing check requests, ordering rental equipment, arranging ground transportation, and scheduling air travel and hotel reservations for self-presentation performers.
- Prepare all necessary correspondence and distributed information, including staging sheets, crew call sheets, BCPA information sheets, and settlements.
- Process union stagehand payrolls weekly.
- Process and code all Production Department, client, and show-related invoices.
- Provide administrative support to all members of the Production Department operations.
- Set up event space to include tables, chairs, risers, loading and moving gear etc, as needed.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.
- Work independently and as part of a team in a fast-paced environment.
- Handle projects and communications of a highly sensitive and confidential nature.
- Communicate effectively, both verbal and written, in English.
- Handle physical effort by lifting up to 50 lbs, walking, and standing for long periods of time.
- Manage and resolve unexpected situations on a regular basis.
- Able to work a flexible schedule, including nights, weekends, and holidays regularly.
- Strong knowledge of basic theatrical production and procedures.
- Skilled in Windows-based programs, including Word, Excel, Outlook, PowerPoint and Publisher.

### **REQUIRED EDUCATION AND EXPERIENCE**

- High School, High School Equivalent, or any equivalent combination of training and experience.
- A minimum of one (1) year experience in general theater production or equivalent combination of training and field experience required.

If you are interested in this opportunity please send your resume [prodsearch@browardcenter.org](mailto:prodsearch@browardcenter.org).