



<b>Position: Production Assistant</b>	<b>Department: Esperanza Arts Center</b>
<b>Reports to: Production Manager, Senior Vice President</b>	<b>FLSA Status: Exempt</b> [\$12/hour]
<b>Revised: December 2020</b>	<b>Classification: Part-Time/Per-Diem</b> <b>(EAC Mentor Fellow Program)</b>

**Position Summary**

**Esperanza** is a faith-based organization committed to strengthening the Hispanic community through a variety of programs and services, focused primarily on community development, capacity building, workforce development; education; and advocacy. Through our work, we strive to follow the biblical mandate to serve “the least of these” by equipping and empowering Hispanic communities for advancement. To carry out our mission successfully, we rely on a diverse and talented group of individuals united by a common commitment to the core values of *faith, integrity, and excellence*.

Guided by these core values **Esperanza Arts Center** will touch the lives of, and foster positive social change in, the Hunting Park neighborhood and the Latino community through the arts. We offer an exciting, dynamic, and rewarding work environment where we commit to fostering the professional development of our staff and value the contributions of each team member.

An integral part of the Esperanza Arts Center team, Production Assistants under the Mentor Fellow program perform activities such as set-up, installation, tech-runs, stage changes, strike/break down, and other onstage and backstage operations required to run a variety of productions in a broad spectrum of disciplines under the guidance and supervision of industry professionals. Production Assistants also act as a point of contact between Esperanza and the artist or client using the theater.

Mentor-Fellows gain on-the-job training by accomplished industry professionals by assisting in all facets of live, recorded, streamed, and broadcast productions. Fellows who have successfully worked through the Esperanza Arts Center Mentor Fellow program will be offered opportunities to work in training programs, internships, and entry-level positions at venues throughout the Philadelphia region.

Esperanza Arts Center programs represent diverse traditions, disciplines, and backgrounds, and take place in performance, recording, broadcast, and presentation spaces ranging from 100 to 800-seats. You are part of a team whose goal is to ensure a positive, professional, memorable, and meaningful experience for all guests through exemplary, well-managed productions and well-maintained facilities.

### **Essential Functions**

- Clean the stage and theater spaces at the beginning of a work-shift or event and the restoration of the stage at the end of a work-shift or event;
- Set the stage and execute changes in accord with stage plots, run-of-show schedules, and tech riders under the direction of the Production Manager;
- Operate audio/visual systems and stage equipment following training;
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Understanding of Esperanza's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team;
- Personal qualities of integrity, credibility, and a commitment to and passion for Esperanza's mission;
- Able to work without supervision and function effectively under time pressure;
- Interest in the performing arts representing a wide spectrum of cultures;
- Proven ability to consistently work well with others, demonstrating at all times respect for diverse constituencies and within the cultural and arts landscape of Hunting Park, the Philadelphia region, and beyond;
- Related theater, recording/broadcast studio, or performing arts venue experience a plus.

### ***Minimum Education***

High School and College students.

### **Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. While performing the duties of this job, the employee will frequently stand; climb; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with

- hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl.
- b. The employee must lift and/or move up to 50 pounds, push/pull, and lift tables, chairs, boxes, and temporary/mobile signage.
  - c. Operate standard office equipment; frequent keyboarding; frequent desktop computer work.
  - d. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here 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 to enable individuals with disabilities to perform the essential functions.

- a. Noise level in the work environment is usually moderate, certain performances may create loud sounds during the event.
- b. Theatrical visual effects (e.g. flashing/strobe lights, fog/haze) may be part of staged productions.
- c. Work is primarily indoors, with occasional outdoor productions.
- d. Must work non-traditional hours based on performance schedule needs.
- e. Dress code: black/dark blue collared shirts with no logos/inappropriate language, and long pants without holes/frays.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

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I have read and understand the above job description.

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Printed Name

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Date

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Signature