

Production Assistant – Performing Arts

(stage manager)

Tasks and Responsibilities

The Production Assistant is responsible for supporting and overseeing the operations of NST's productions, including lighting, sound, rehearsal and backstage management. This role provides hands-on experience in rehearsal and stage management, offering participants the opportunity to work directly with technical professionals. The Production Assistant will receive mentorship in stage management, scheduling, and production logistics, preparing them for future roles in performing arts production.

- Assist the Producer in preparing a budget, scheduling rehearsals and workshops, and creating and enforcing security and safety protocols.
- Assist the director and stage personnel with the setup and supervision of lighting, sound, costuming, and technical equipment for performances and rehearsals.
- Compile and operate 'prompt copy', which notes actors' moves and cues, and the requirements for props, lighting and sound
- Coordinate with assistant stage managers to ensure backstage operations run smoothly.
- Troubleshoot technical issues during rehearsals and live performances.
- Maintain and organize technical equipment and props.

Mentorship Opportunities and Career Benefits:

The Production Assistant will gain valuable practical experience in stage management and backstage coordination, making them well-prepared for roles in production stage management.

Skills and Experience

Example Dropdown Options:

- Backstage coordination and teamwork.
- Problem-solving and critical thinking.
- Scheduling, communication and logistical planning.
- Production technical proficiency is an asset.

What skills will the participant develop during this placement?

Example Dropdown Options:

- Production and stage management skills
- Leadership and teamwork.
- Decision-making under pressure.
- Communication and problem-solving.