



Production Team Job Description

MOVE Productions, LLC

Position Summary

We are seeking enthusiastic, collaborative, and dependable individuals to join our Production Team for upcoming youth theater productions. We welcome applicants with a variety of skills and experience levels, including directors, choreographers, stage managers, scenic carpenters, lighting and sound technicians, production assistants, and workshop instructors. A detailed job description for the specific role will be discussed during the interview process.

Our Production Team is dedicated to creating high-quality theatrical experiences while fostering a safe, inclusive, and encouraging environment where young performers can learn, grow, and develop confidence through the performing arts.

Primary Responsibilities

Responsibilities vary by position but may include:

- Plan, organize, and execute assigned production responsibilities.
- Collaborate with the Artistic Director, production staff, volunteers, and families throughout the rehearsal and performance process.
- Create a positive, respectful, and educational environment for youth participants.
- Attend required production meetings, rehearsals, technical rehearsals, and performances.
- Communicate professionally and promptly with production team members and company leadership.
- Support the artistic vision while maintaining appropriate expectations for performers of varying ages and experience levels.
- Help maintain a safe rehearsal and performance environment.
- Model professionalism, patience, flexibility, and teamwork.
- Adhere to all company policies, including youth protection and safety guidelines.

Qualifications

Ideal candidates will demonstrate:

- Passion for theater arts and arts education.
- Experience in one or more areas of theatrical production (professional, educational, or community theater experience welcomed).
- Strong organizational, communication, and leadership skills.
- Ability to work collaboratively as part of a creative team.
- Dependability and punctuality.
- Comfort working with children and teenagers in an educational setting.
- A commitment to creating an inclusive, welcoming, and supportive environment for all participants.

Preferred Qualifications

Depending on the role, preference may be given to candidates with experience in:

- Directing
- Choreography
- Music Direction

- Stage Management
- Scenic Design and Construction
- Lighting Design and Operation
- Sound Design and Operation
- Props Design and Management
- Technical Theater
- Youth Arts Education
- Volunteer Management
- Assistant Production Team Management

Time Commitment

Production Team members should be available for assigned rehearsals, production meetings, technical rehearsals, and performances. Specific schedules vary by production, role, and your availability.

Physical Requirements

Some positions may require:

- Standing for extended periods.
- Lifting, carrying, or moving scenery, equipment, or supplies.
- Working on ladders or in backstage environments (where appropriate and properly trained).
- Operating technical equipment safely.

Reasonable accommodations may be made to enable qualified individuals to perform essential functions.

Youth Protection

All Production Team members are expected to uphold the highest standards of professionalism and youth safety. Employment may be contingent upon reference checks, background screening (where applicable), completion of required training, and compliance with all company youth protection policies.

Equal Opportunity

We are committed to building a production team that reflects the diversity of our community. We welcome applicants of all backgrounds, identities, experiences, and abilities who share our passion for creating meaningful theatrical experiences for young people.

Payment

Stipend per production will be dependent on role and experience. Each team member will be paid as a 1099 contractor. Federal and state tax forms will be given when offer is sent.

Let us know if you have any questions – moveproductions.theater@gmail.com or 224-228-6504

