

## San Diego Repertory Theatre



**POSITION TITLE:** Production Fellow  
**FLSA STATUS:** Hourly  
**REPORTS TO:** Production Manager  
**DEPARTMENT:** Production

### **ORGANIZATION:**

San Diego Repertory Theatre (The REP) produces intimate, provocative, inclusive theatre. We promote an interconnected community through vivid works that nourish progressive political and social values and celebrate the multiple voices of our region. We are committed to diversity both on-stage and among our staff and invite interested applicants to review our EDI statement, posted on our web site. We encourage applications from marginalized communities including black, indigenous, people of color, LGBTQIA+, women, neurodiverse, and people with disabilities.

### **Position Summary**

The Production Fellowship program is designed to give early career theatre technicians broad based experience in a variety of technical disciplines working with theatre professionals. Production Fellow is a seasonal hourly non-exempt at-will position. Each Production Fellow will be primarily assigned to one particular production department and will, at times, work in the other production departments. Success in the job will be defined by the ability to execute the job in a timely and efficient manner within budget constraints. The Production Fellow will report to the Production Manager and the theatre's other technical department heads. As the Production Fellow will also be working closely with Directors, Designers and Performers, success in the position will also be defined by the quality of the relationships developed there.

The Production Fellow will receive a salary that will be paid bi-weekly. It is understood the position requires the need for flexible work hours and evening and/or weekend calls.

## **ROLES AND RESPONSIBILITIES**

### **SCENERY FELLOW**

The primary responsibility of the Scene Shop Fellow is to construct and implement scenic designs for REP productions and Lyceum Theatre activities. The Scene Shop Fellow will report directly to the Technical Director. The Scene Shop Fellow will also be working closely with Designers.

**Specific duties of the Scene Shop Fellow include, but are not limited to:**

- Work with Technical Director, Designer and Carpenters in the execution of Scenic Designs.
- Construct scenic elements as specified.
- Assist with load-in and strike of scenic elements.
- Assist with maintenance of scenic elements during the runs of productions.
- Attend design, production, and staff meetings as required.
- Attend technical and dress rehearsals and Previews as required.
- Perform facility maintenance and/or make improvements in Shop equipment as required.
- Advise Master Carpenter of maintenance, materials and/or personnel requirements as needed and participate in their procurement so as to maintain a creative, safe and efficient working environment

**PROPERTIES FELLOW**

The primary responsibility of the Properties Fellow is to assist in the construction and implementation of props as require by the Scenic Design for REP productions. The Properties Fellow will report directly to the Properties Manager, and may be supervised by the Technical Director as well. The Properties Fellow will also be working closely with Designers.

**Specific duties of the Scene Shop Fellow include, but are not limited to:**

- Work with Properties Master, Technical Director, Designer and Production Manager in the realization of Properties and Set Dressings.
- Find and/or build properties and set dressings as specified, by the Properties Manager.
- Assist with load-in and strike of properties and set dressings.
- Assist with maintenance of properties and set dressings during the runs of productions.
- Attend design, production, and staff meetings as required.
- Attend technical and dress rehearsals and Previews as required.
- Perform facility maintenance and/or make improvements in the Properties Shop.

- Advise Properties Master of maintenance, materials and/or personnel requirements as needed and participate in their procurement so as to maintain a creative, safe and efficient working environment.

## **ELECTRICS FELLOW**

The primary responsibility of the Electrician Fellow is to assist in the Hang and Focus of the Lighting Designs for REP productions and Lyceum Theatre activities. The Electrician Fellow will report directly to the Electrician Director. The Electrician Fellow will also be working closely with Designers.

### **Specific duties of the Electrician Fellow will be:**

- Work with Master Electrician, Designer and Production Manager in the execution of Lighting Designs.
- Hang, focus and adjust lighting instruments as specified.
- Assist with writing light cues as required.
- Assist in the implementation of any Special Effects required.
- Attend design, production, and staff meetings as required.
- Attend technical and dress rehearsals and Previews as required.
- Perform electrical-related facility maintenance and make improvements in Electrician equipment as required.

## **COSTUME SHOP FELLOW**

The primary responsibility of the Costume Shop Fellow is to assist in the implementation of Costume designs for REP productions and Lyceum Theatre activities. The Costume Shop Fellow will report directly to the Costume Shop Manager. The Costume Shop Fellow will also be working closely with Designers.

### **Specific duties of the Costume Shop Fellow will be:**

- Work with Directors, Designers, Production Manager and Costume Shop Manager in the execution of Costumes.
- Stitch and build costume pieces as specified by the Costume Shop Manager and Costume Designer.
- Assist the Costume Shop Manager with measurements and fittings.
- Assist the Costume Designer on Shopping trips as assigned.
- Attend design, production, and staff meetings as required.

- Attend technical and dress rehearsals and Previews as required.
- Assist in the maintenance of costumes as required.
- Perform facility maintenance and/or make improvements in the Costume Shop.

## **STAGE MANAGEMENT FELLOW**

The primary responsibility of the Stage Management Fellow is to act as Assistant Stage Manager for REP plays. Success in the job will be defined by the ability to execute the job in a timely and efficient manner within budget constraints. The Stage Management Fellow will report directly to the Stage Manager and will often be supervised by the Production Manager as well. As the Stage Management Fellow will also be working closely with Directors, Designers and Performers, success in the position will also be defined by the quality of the relationships developed there.

### **Specific duties of the Stage Management Fellow will be:**

- Assist the Stage Manager in preparing for each rehearsal.
- Assist in securing rehearsal props and costumes as needed.
- Assist the Stage Manager in running rehearsals in an efficient and orderly manner.
- Assist in load-in of props.
- Work with the Stage Manager, Director, Designers, and Production Manger to execute productions.
- Provide lead responsibility for the safe and orderly execution of all backstage and on deck operations in support of the production.
- With the Stage Manager determine run crew assignments
- Supervise crews and Production Assistants.
- Provide and maintain cue sheets, check lists, costume and prop lists, and any other record keeping in support of the production.
- Represent Stage Management in the absence of the Stage Manager.
- Attend design, production and staff meetings as required.
- Attend technical and dress rehearsals, Previews and all performances as required.
- Assist the Stage Manager in the maintenance of production designs as required.
- Assist in the archival storage of production material.
- Assist in striking props, costumes and set dressings.

## **EXPERIENCE, KNOWLEDGE, and SKILLS**

- Degree in Theatre Arts or 2-4 years of related training/experience in your specific department preferred.
- Excellent interpersonal skills including the ability to communicate effectively with artists, across department and organizational boundaries.
- Ability to perform detailed work with a high degree of accuracy.
- Must be outgoing and enjoy working with people. Establish and maintain effective working relationships with others.
- Ability to lift and handle equipment weighing up to 65 lbs. Comfortable working at heights above six feet.
- Must be able to work flexible hours, including evenings, weekends, and holidays, as schedule dictates.

## **EDUCATION**

Bachelor's degree from an accredited institution OR equivalent work history is required.

## **COMPENSATION**

This full time non-exempt position will receive compensation of \$17.00 per hour plus benefits, including paid vacation, employer sponsored health insurance, employee-paid dental and vision insurance, and participation in 403b and FSA plans.

## **TO APPLY**

Please email your resume, cover letter, and three references to [csmith@sdrep.org](mailto:csmith@sdrep.org) and tell us why you are the ideal candidate for this specific job.

*The REP is an Equal Opportunity Employer (EOE) and will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender identity, genetic information, sex or sexual orientation, or any other protected category in its hiring and employment practices, or in any other aspect of the employment relationship.*