



Production Assistant/Crew Chief (May 2024 – September 2024)

Cape Cod Melody Tent, Hyannis, MA

For over 70 years, the South Shore Music Circus and its sister venue, the Cape Cod Melody Tent, have been presenting world-class live music concerts in the scenic Massachusetts coastal communities of Cohasset and Hyannis. South Shore Playhouse Associates is a not-for-profit organization dedicated to encouraging and supporting the arts, cultural, and educational organizations throughout the communities of the South Shore and Cape Cod.

Our 2300-seat theatres have emerged as popular destinations for patrons and performers alike, providing a relaxed ambiance and intimate theatre experience where every seat is within 50 feet of the stage. With our rich history, it is imperative that we hire someone who will help ensure that every performance meets our high standards and ensures our artists and patrons have a memorable experience at our venues.

Production Assistant Responsibilities:

- Reports directly to the Production Manager.
- Assists in the recruitment, hiring, training, scheduling, and supervision of stagehands/production crew, and technical crew throughout the season.
- Enter weekly staff schedules based on show dates and crew call times under direction of the Production Manager
- Work with Production Manager to coordinate installation and tear down of grid, sound and lights, projectors, video, and other standard pre/post season production tasks.
- Must have a clear understanding of how the house video system works.
- Communicate with Operations and Marketing to ensure proper video content is being displayed before each show.
- Assist the Production manager throughout the season as shows are advanced to plan for what is required to execute a successful show day. Including crew calls, artist arrival and departure times, touring and house production gear, set changes, soundcheck times, support act requirements, hospitality needs, catering advances, etc.
- Under the direction of the Production Manager, assist and oversee Hospitality staff, dressing rooms, and catering to ensure artist rider needs are met.
- Check that Hospitality tasks are complete as far as dressing room set up times and all requested products are in place. Bring any issues or concerns directly to the Production Manager.
- Ensure the execution of all logistical requirements day of show regarding transportation, security, runners, van use, etc.
- Assist Production Manager with advance sheets and wrap up sheets as details are finalized for each show.



Crew Chief Responsibilities:

- Lead all part-time production staff with a lead-by-example approach.
- Assist Production Manager with load-in and load-out of touring sound, lighting, and stage equipment.
- Enter weekly staff schedules, as provided by the Production Manager, based on show dates and crew call times.
- Work with the Operations Manager to coordinate tent installation and tear down along with other miscellaneous standard pre/post season tasks.

Required Skills and Qualifications

- Experience in live concert production for venues with a capacity of at least 1000 patrons.
- Knowledge of live music venue operations and equipment including sound, lights, and stage management.
- Must have highly effective interpersonal skills, be resourceful and forward thinking, and have excellent leadership skills.
- Must have the ability to handle multiple responsibilities in a fast-paced live concert environment.
- Proficient in Microsoft Office applications
- Must complete Massachusetts Executive Office of Public Safety and Security Crowd Manager Training Program.
- Must be able to lift and carry 50 lbs. for 25 yards; capable of standing, walking, twisting, bending, and climbing stairs on a frequent basis.
- Friendly and energetic team player with the ability to stay calm, pitch in and provide clear direction and leadership during busy times.
- Communicate and coordinate effectively with management, peers, and patrons.
- Strong work ethic with a can-do attitude; desire to work as part of a team; flexible with ability to multi-task, sometimes under pressure.
- Flexible night and weekend scheduling is expected.
- A great sense of humor is a plus.

Salary: \$1,500 per week during employment period