**Production Coordinator**

**Job Description**

**Organizational Summary:**

Playwrights Horizons is a writer's theater dedicated to the support and development of contemporary U.S. playwrights, composers and lyricists, and to the production of their new work.

**Reports to:**

Production Manager

**Position Summary:**

The Production Coordinator is a full time, non-exempt position that is the “communication-hub” who assists with all aspects of pre-production through load out for a busy, fast-paced production department that produces 5-6 shows per season, plus additional events.

**Duties & Responsibilities:**

FINANCIAL:

∙ Track all financial accounts for the Production department which includes cc purchases, reconciliation, coding and submitting for payment

∙ Invoice processing for all vendors

∙ In conjunction with General Management, track all show expenditures on an accrual basis

∙ Provide Business office with all required paperwork for over hire and run crew ∙ Monitor and record all petty cash accounts

∙ Reimburse creative team

PURCHASING:

∙ Maintain all software licenses

∙ Bid and obtain production equipment and materials

∙ Maintain inventory of first aid and all related production office supplies COORDINATION:

∙ Set up show Dropbox accounts

∙ Maintain production history

∙ Maintain production department Google Calendars

∙ Schedule production meetings and design presentations and prepare any necessary paperwork

∙ With Building Maintenance, ensure a clean work site

∙ Serve as point person for all crew positions

RENTALS:

∙ Receives requests for all rental inquiries

∙ Schedule and conducts tours of building for all potential renters

∙ Schedule production staffing as needed

**Skills & Qualifications:**

● This is an entry level position. Our preferred candidate has some experience working in technical theater, and/or training at a college, university, or equivalent

● Excellent communication skills; ability to meet deadlines; strong planning and organizational skills

● Strong working knowledge of G Suite (email and apps). Most importantly must have excellent spreadsheet skills and ability to verify data accuracy for payroll, purchasing etc.

● Bonus skills such as knowledge of CAD software, QLab, ETC programming experience, ability to read technical drawings, sewing and/or craft skills are helpful but not essential.

● The ideal candidate will grow and evolve with the department and the organization as they learn production management from the ground up.

**Compensation:**

Full time employee benefit package includes: Medical, Dental, Vision, Life, & Accident insurance, Paid Time Off, Health Reimbursement Account, Flexible Spending Account, 403(b) Retirement Plan, Half-Day Summer Fridays, Flexible Hours, and more!

Salary: $45,000

**Values Statement:**

Playwrights Horizons is committed to building a more just future for everyone -- particularly those from historically oppressed communities, by employing a broad spectrum of voices that will enrich the quality and vitality of our work. Playwrights Horizons is an equal opportunity employer that has a strong institutional commitment to uprooting all systems of oppression by demonstrative equitable and inclusive practices.

The organization is interested in receiving applications from people of all races, sexual orientations, gender identities, ages, classes, religions, and people with disabilities. The facilities at Playwrights Horizons are fully accessible and ADA compliant.

**To Apply:**

Please email cover letter and resume as pdf to Jobs@phnyc.org with the job title in the subject line. No phone calls please. Vaccination required for hire.