



Job Title: Production Assistant / Stagehand

Primary Location: Reilly Arts Center

Salary: \$15/hr

Hours/Schedule: Part time. Number of hours per week based on venue needs and event schedule

The Reilly Arts Center is seeking organized, reliable team players to fill the role of Production Assistant. The Reilly is located in downtown Ocala's Tusawilla Park and is a venue for national, regional, and local performing organizations and events averaging over 100 events per year. The Reilly has two indoor theatres: a 709-seat stadium style theatre and a 3,500 sq-ft black-box style theatre. The arts center also hosts an outdoor theatre, multiple concessions and merchandise areas, and an administrative and education wing.

All team members earn paid time off (PTO) from their first day on the job and are eligible to accrue up to 80 hours of PTO in their first year of employment.

For those interested in joining our team, please send your resume and cover letter to hire@reillyartscenter.com

Description:

This role is an entry-level position. The Production Assistant will act as a right hand to the Production Coordinator during events, and work with the rest of the team on a case-by-case basis when needed. Assistants must be able to take direction and execute tasks effectively and efficiently.

Venue Standards: Pre/Post event the Production Assistant will

- Perform general tasks at the Reilly to uphold a clean/organized and welcoming atmosphere for our clients. Such tasks include but not limited to; cleaning, organizing, taking out trash, some facility maintenance, etc.
- Reset the building at the end of the night using the reset guide
- Assist production Coordinator(s) when needed to maintain inventory of all stage and production equipment.

Event / Production: For the Production Assistant's assigned events, they will

- Fulfill in-house and outside event requirements, including but not limited to the physical set-up of the stage, chairs, and tables, run basic audio and lighting needs
- Be on-site and available during the entire event
- Assist with additional event needs including but not limited (load in/load out, selling merchandise, etc.) when necessary

Cross training: The Production Assistant will cross train and, when needed, be prepared to fill in for various duties

Hours/Schedule: Part time. Number of hours per week based on venue needs and event schedule

Requirements:

- Have transportation to and from work and during events
- Have the ability to work a flexible schedule
- Have the ability to remain calm during events (the entertainment business is often fast paced and fluid)
- Be a team player
- Physically able to lift (up to 50lbs, can be labor intensive) and operate production equipment for set-ups, etc
- Internet access and ability to use basic Microsoft Office products

Additional Skills: Not required, but experience any of the following will be looked upon favorably: stage audio and lighting, theatre management, bar management, general band or orchestral knowledge, production or event management