



Job Title: Assistant Production Manager

General Description:

The Assistant Production Manager is a hands on position and works closely with different crews, (local venue crews and artists band crews) so that the concert goes on as planned from arrival and unload to loading and departure.

Duties/Responsibilities:

- Working knowledge of technical aspects of concert production
- Ability to solve logistical and technical problems including staging, lighting, sound
- Assist in the recruitment, hiring, and training of production and technical crews
- Advancing of events with touring Artist Productions staff, including backline, rental needs, transportation, hospitality, and merchandise sales
- Day of show management of concert/private events from load in to load out, with an emphasis on customer (artist/client) service, adherence to time schedules and sound
- Excellent written and verbal communication skills
- Competence in use of PC or MAC, ability to text, utilize email, Word, and the Internet

Qualifications:

- Experience in live concert production for venues capacity at least 1000 patrons
- Be a self-motivated individual who possesses a “roll-up-the-sleeves attitude” and a “hands-on” style, as well as the aptitude to thrive in a fast-paced, results- oriented environment
- Possess strong organizational, communication, interpersonal, analytical skills with attention to details/ problem solving skills
- Ability to work cooperatively and effectively with a wide variety of people including management
- Deal calmly and effectively with high stress situations involving coworkers and visiting crews
- Reliable, responsible, and dependable

Physical Demands/ Working Environment:

- Must be available for “ALL” show dates in the Season, from April – Labor Day,
- Able to lift 50 pounds
- Prolonged periods of standing, bending, walking, twisting, and climbing stairs
- Ability to work outside in varying temperatures, fast-paced environment and often loud
- Reliable transportation to and from work

Cape Cod Melody Tent in Hyannis, MA and the South Shore Music Circus in Cohasset, MA, are sister venues, each with a 2300 seating capacity for all-ages. Our venues are seasonal and are tented outdoor theaters. We have been presenting national touring live music, children’s theater, and comedy performances continuously for over 69 years.

Apply online at <http://www.melodytent.org/contact/employment-opportunities/>

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