



**Cape Cod Melody Tent and South Shore Music Circus  
Assistant Production Manager  
July 12 – End of September 2021**

**Responsibilities include, but are not limited to:**

Reports to the Director of Production

- Assists in the recruitment, hiring, training, scheduling and supervision of stage hands/production crew, and technical crew
- Assist with load-in and load-out of touring sound, light and stage equipment
- Assist with touring Artist production staff, including but not limited to backline rental needs, transportation, hospitality, and merchandise sales
- Serves as Venue representative on day of show, handling all of the visiting Artist's load-in, load-out, and any on-site needs
- Responsible for all video production
- As requested by the Director of Production, assist with gathering and submitting all show wrap details within 24 hours of each show. This may include entering details in FileMaker by show.
- Follow all Federal, State and local guidance as required
- Additional duties as directed by the Director of Production or Chief Executive Officer/Executive Producer

**Qualifications:**

- Experience in live concert production for venues capacity at least 1000 patrons
- Knowledge of live music venue operations & 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
- Flexibility to work necessary hours including evenings, weekends & holidays
- Proficient in Microsoft Office applications

*Cape Cod Melody Tent, Hyannis, MA and South Shore Music Circus, Cohasset, MA are 2300 seat, all-age, seasonal, tented outdoor theaters. We have been presenting national touring live music, children's theater, and comedy performances continuously for over 65 years.*