



### **Overview**

Cider Mill Playhouse seeks several positions in support of 2016-17 season, which runs year round but also has opportunities for partial year and show-by-show contracts. Each position represents integral team members as we produce professional theatre under the Small Professional Theatre 5 annual contract with Actors Equity, as well as a non-Equity second stage series and other educational programming. The ideal candidates are trustworthy self-starters with strong skills in the areas listed, possess the ability to work efficiently as a collective as well as independently, take direction well, and are passionate for doing the job with excellence, integrity, and a sense of professional ownership.

**Production Manager and Technical Director:** is responsible for supervising and managing all areas of technical theatre and production management. Must have BFA or BA in technical theatre and have professional-model experience in technical theatre. The time of the PM/TD will be split between drafting, budgeting, purchasing of materials and equipment, building on the shop floor, and management responsibilities including hiring, supervision, and day-to-day shop and theatre operations. The TD will lead all load in and strikes and is responsible for safety in the scene shop and theatre space for the shop staff and other company members. In this position you should expect to work nights and weekends. Must be a good communicator and be a strong leader including the ability to work within budget and timeline parameters. ***This position may be split up to a Technical Director only and the Production Management position may be combined with another position supporting a major area of production. Please apply if interested in either aspect of this position; it does not need to remain a combined position for the right candidates.***

### **Requirements:**

- working knowledge of technical theatre including theatrical building techniques and rigging
- drafting in Auto CAD and/or Vectorworks, creating construction drawings, budgeting scenery costs and timelines, and working with scenic designers
- scene, costume, prop shop efficiency, safety and procedures; versed in OSCHA regulations
- production management activities including the ability to recruit and supervise technical theatre crew chiefs and schedule the theatre and scene shop for all areas of production.
- ability to set up inventory control, purchasing, budgeting, scheduling and rental of assets systems for staff to implement and maintain
- rentals of facilities and supporting of same from a technical needs perspective
- working at heights and must be able to lift 75 lbs. A valid license is required and ability to drive a box truck a plus.

### **Compensation and Contract Period:**

\$500 per week negotiable based on experience/finalized duties plus housing. This position is being actively recruited to be filled as soon as possible and while it runs through August 2017, single or multiple show contracts will be considered; for a one year contract, early release may be awarded with notice and by mutual agreement. CMP may offer a partial season contract and/or probationary period contract.

### **Varies Production positions, which may be show-by-show or combined into a resident apprenticeship:**

Available positions include master electrician, master carpenter, sound engineer, wardrobe supervision, scenic charge artist, and props master. We will be hiring show-by-show for all these position and/or combining them into resident or multiple show contracts according to candidates' skill sets and the needs of the company at time of resume & cover letter submission. There is also an option for release time from a resident position to pursue over hire or out of town work for a resident apprentice, as allowed by the production calendar.

**Requirements:** A BFA or BA in a related field or enrollment in an appropriate theatre major leading to a bachelor's degree and/or working knowledge based on experience in a professional theatre setting. For those commuting,

transportation is a must. For those in residence, a valid driver's license. Ability to conduct physical demands standard to the positions; these will be outlined specifically during the interview/hiring process.

**Compensation and Contract Period:**

Based on position, length of contract, and experience. These positions are being actively recruited to be filled as soon as possible and single or multiple show contracts will be considered; for a one year contract, early release may be awarded with notice and by mutual agreement.

**House Manager/Company Manager Apprenticeship**

The apprentice will provide support in all areas of general theatre management. Duties may include, but are not limited to, house management, company management, box office support, social and print media tasks, managing front desk and answering phones, assisting in all day-to-day operations of the office, and taking on administrative projects in all areas of the company. This apprenticeship will be designed to allow for growth in areas of interest.

**Requirements:**

Ideal candidate will have a degree in theatre management, experience in a professional theatre, a strong desire to pursue a career in a theatre arts management field.

**Compensation and Contract Period:**

\$175 per week negotiable plus housing. Apprenticeship begins August 15, 2016 for a period of one year with option for early release by mutual consent and possibility of an extended contract as an employee. Housing including all utilities, internet and laundry, parking and weekly stipend provided.

**Marketing & Development Associate**

This position is a key member of the resident staff at Cider Mill Playhouse, with responsibility for all aspects of marketing the theatre to our existing audience while paying particular attention to new audience objectives. Additionally, the position supports development efforts that are shared with the Executive Artistic Director and Board of Directors. Strong communication skills, attention to details, creativity, organization, charisma and the ability to develop genuine relationships are some of the qualities the successful candidate will possess. The theatre is the first and only Equity theatre company in Broome County, an area with a strong community theatre presence, and the ability to educate and excite patrons and business leaders about our establishing an Equity theatre company is a key aspect leading to success in our coming season and beyond.

**Requirements:**

Degree in theatre arts management, experience in a professional theatre, a strong understanding of effective marketing and development strategies for theatre, and desire to pursue a career in these areas and/or theatre management.

**Compensation and Contract Period:**

\$300 per week (negotiable) plus housing including all utilities, internet, free parking and laundry services. One year contract beginning August 15 – 22 with option for early release by mutual consent and possibility of an extended contract as a permanent employee.

**Applying:**

Please send cover letter and resume electronically to Executive Artistic Director Gail Belokur (gailbelokur@gmail.com)

Three (3) letters of reference shall be sent under separate cover electronically or by post to PO Box 482, Endicott, NY 13761

**About**

Cider Mill Playhouse is a professional theatre company producing six main stage shows per season with additional educational and second stage programming in a 248-seat cabaret style theatre serving south central New York. We currently operate under the SPT 5 annual contract with Actors Equity Association.

**Our Mission**

To produce and present a wide range of quality live theater offerings and advance the development of theater arts by utilizing local and national talent while cultivating and educating tomorrow's audiences.

**Our Vision**

Cider Mill Playhouse strives to be a theatre of distinction that is known for its innovation and engagement with emerging professionals supported by seasoned personnel across all spectrums of the theatre-making process.