



## Production Apprenticeship

The Production Apprentice at Magic Theatre will assist in a broad range of tasks focusing on production management, company management, and facilities management. Responsibilities include:

- **GENERAL PRODUCTION:** work closely with Director of Production on basics of theatre management, including upkeep, scheduling, budgets, and facilities (basic maintenance of the operation). Serve as a liaison between Magic Theatre and the design and production teams. Attend all production meetings (take and distribute notes); serve as an additional “hand on deck” during tech/previews. Assist in all aspects of production (sets, costumes, lights, sound, video, props, backstage) as needed.
- **COMPANY MANAGEMENT:** assist with contract preparation and booking of travel and accommodation for guest artists.
- **OTHER:** Provide strong support for our Magic season at Laney College (Saturday matinees in Oakland). Assist in executing production needs of companywide events.

Specific responsibilities will depend on the requirements of the show and on applicant’s prior experience and demonstrated capabilities.

### Specific Requirements

In addition to the general requirements for all Magic Theatre apprentices, the Production Apprentice should have at least two years of technical theatre/production experience. Driver’s license valid in California is required; ownership of or access to a car is strongly preferred.

Experience with or working knowledge of any or all of the following would be helpful but not required: Microsoft Office (Excel), ETC ION lighting console, Sound systems including QLab programming, basic skills in electrics, sound and carpentry, some stage management exposure, computer drafting (VectorWorks) and any basic IT skills.