



Job Description: Production Assistant
Reports To: Director of Production, Assistant Production Manager

Summary:

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The Company produces 3 new productions each season in a summer repertory schedule as well as a smaller scale chamber sized production in the 2nd Stages Series. Our 51st mainstage season includes a rental production of Bizet's Carmen, new production of Bartok's Bluebeard's Castle, and a new production of Prokofiev's Love for Three Oranges. The 2nd Stage Series includes a production of Redler's The Falling and The Rising which will be presented at Camp Dodge, as well as Kander's *dwb* (driving while black) which will be presented at three different community locales. The dates for DMMO's 51st Summer Festival are May 29 – July 28, 2023.

Principle Duties and Responsibilities:

- Assist the Production Team in managing all aspects of the festival season including but not limited to preparing the Blank Performing Arts Center for different events, tracking hours and budgets, and scheduling.
- Attend and take notes at all production meetings.
- Take food or supply orders as needed and pick up orders in a company car.
- Help circulate paperwork (schedules, health notices, etc.) to all department offices.
- Assists in picking up and dropping off rental vehicles throughout the season.

Essential Job Functions:

Works with creative teams and performers, independently utilizing their creative ability and artistic judgment to achieve a successful interpretation of designs for new productions. Consults with and updates the Production Team and keeps them informed of all stages of production.

Compensation:

\$600/week during the festival season.

\$300 travel stipend to be paid upon arrival.

DMMO will provide single occupancy air-conditioned dorm housing during the festival season.

Qualifications and Skills

Any Combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Minimum BA/BFA in Theatre or equivalent professional experience
- 2+ years of experience in production, stage, or theatre management preferred
- Excellent verbal and written communication skills

Application Process:

Submit resume and cover letter, email or by mail to:

Des Moines Metro Opera

Attention: Bearclaw Hart, Director of Production

106 West Boston Avenue

Indianola, IA 50125

production@dmmo.org

Deadline:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.