



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 3-4 new productions each season in a summer repertory schedule, presented within the intimate 467-seat theatre at the Blank Performing Arts Center. Our 52nd season includes a rental production of Rossini's *The Barber of Seville*, a new production of R. Strauss's *Salome*, a new production of Debussy's *Pelléas & Mélisande*, and a new production for the world premiere of Damien Geter and Lila Palmer's *American Apollo*.

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.

Dates of Employment:

Monday, May 27 – Friday, July 26, 2024.

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 via email to:

Des Moines Metro Opera

Attention: Bridget Anderson, Assistant Production Manager

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.