DES MOINES METRO OPERA

PRODUCTION ASSISTANT

$14–$15/HR	1.5x OT	HOUSING INCLUDED	TRAVEL ALLOWANCE
BASE PAY	AFTER 40 HOURS	NO COST	$350

IN-PERSON EMPLOYMENT: May 16 – July 30, 2027 | Arrive May 15 by 7 PM | Depart July 31 by noon

KEEP THREE MAINSTAGE PRODUCTIONS MOVING.

TWO POSITIONS: AM PRODUCTION ASSISTANT + PM PRODUCTION ASSISTANT

Join the DMMO production team for a fast-paced summer repertory season. You'll help departments get the materials, information and practical support they need, working alongside production leadership and crews. AM and PM assignments support different parts of the daily production schedule.

WHAT YOU'LL MAKE HAPPEN

- Source and purchase supplies, materials and last-minute production needs.
- Track purchases, receipts and deliveries accurately; communicate costs and status.
- Assist the Director of Production and production management with daily priorities.
- Move between departments to help solve time-sensitive problems safely.
- Use company-provided vehicles to pick up and deliver materials between sites and transport production staff.
- Support company hospitality and assist with grocery pickups for the team.
- Help move props between the shop, rehearsal spaces and stage.
- Provide airport pickups and drop-offs for company personnel.

EXPERIENCE YOU'LL BUILD

- Learn how three operas operate in a professional summer repertory schedule.
- Work directly with stage management, technical staff, shops and production leadership.
- Build skills in sourcing, organization, scheduling and clear communication.
- Understand how different departments coordinate during tech and performances.
- Gain practical experience responding to changing priorities and deadlines.
- Build relationships with established and emerging theatre professionals.

WHY DMMO?

DMMO brings established and emerging professionals together for an adventurous summer opera festival. You'll join a collaborative production team where safe work, learning, initiative and respectful treatment matter.

WHAT YOU BRING

- Strong communication, organization and the ability to work independently with limited supervision.
- A willingness to pitch in, learn quickly and handle changing priorities.
- Comfort sourcing items and keeping accurate purchase records.
- A valid driver's license and confidence driving company vehicles; mostly a minivan but experience with larger vehicle is a plus.
- Basic technical theatre knowledge and familiarity with stage/shop environments are helpful.
- A safety-minded, professional and solutions-focused approach.
- Punctuality and the judgment to prioritize the most time-sensitive needs.
- Discretion and the ability to keep confidential company information private.
- A high standard of professionalism, recognizing that you may be the first DMMO representative someone meets.

WHAT WE BRING

- $14–$15/hour based on experience; overtime at 1.5x after 40 hours.
- Private room in dorm-style accommodation, provided at no cost.
- $350 travel allowance paid upon arrival.
- Arrival: Saturday, May 15, 2027 by 7:00 PM; first workday: Sunday, May 16.
- Last workday: Friday, July 30; departure: Saturday, July 31 by noon.
- Scheduled breaks, thoughtful call planning and a supportive team environment.

SEE YOURSELF ON TEAM DMMO?

Introduce yourself. Tell us why this position interests you, what you would bring to the production team, and whether you prefer AM, PM or either shift. It does not need to be a formal cover letter.

Send your resume + references + introduction to jobsinproduction@dmmo.org | Subject: 2027 Production Assistant

POSITION DESCRIPTION / EMPLOYMENT DETAILS

POSITION TYPE	Seasonal / Hourly / Non-Exempt • Two positions: AM and PM
REPORTS TO	Production Management / Director of Production
SUPERVISES / LEADS	None
WORKS CLOSELY WITH	All production departments • Stage Management • Shops • Run Crews

PHYSICAL REQUIREMENTS: Navigate active stage/shop spaces, stand and walk for extended periods, use stairs/ladders as needed, safely lift and move supplies (up to 50 lb), and wear required PPE and protective-toe footwear.