

# J O B   D E S C R I P T I O N



POSITION: PRODUCTION COORDINATOR  
REPORTS TO: Production Manager  
DEPARTMENT: Production  
COMPENSATION: \$48,000 – 51,000 Annually  
STATUS: Full-time, Non-exempt

## **ABOUT THE POSITION**

South Coast Repertory (SCR) is seeking a Production Coordinator to oversee the administrative functions and organization of the Production Management team, which also includes a Production Manager and Associate Production Manager. This position is essential in maintaining the Production accounting functions for our 8-show season, conservatory productions, and other events. This position also works closely with the Production Managers on production needs and rentals coordination. A great fit for this role means you are detail oriented and enjoy supporting productions from their inception to closing. The Production Coordinator supports SCR's mission, strategic goals, and Equity, Diversity, Inclusion, and Belonging core values through their commitment to accuracy and attention to detail, offering a welcoming spirit to all employees and artists, and championing SCR's artistic endeavors within the community.

## **ABOUT THE ROLE**

### *Financial Tracking & Payments*

- Maintain all Production department finances, including preparing payroll reports, check requests, reimbursements, invoices, and rental payments.
- Manage monthly credit card and petty cash reconciliations with multiple departments.
- Produce and distribute production expense reports to Production Department Heads.
- Perform monthly audit of expenses with Payables Accountant to ensure reporting accuracy.
- Confirm approvals for designer payments with Production Manager and General Management.
- Assist with company vehicle mileage tracking and reimbursements as needed.
- Assist TD, ATD, Scenic Charge Artist, and accounting with Scenic inventory stock reconciliation.

### *Production Support*

- Update and distribute Production staff contact list, production manifestos, rehearsal/tech schedules, seasonal calendars, and information packets.
- Build and maintain seasonal SharePoint folders for upcoming productions.
- Maintain Production reservations in the Facilities Calendar for meetings, rehearsals, performances, and other production or rental needs.
- Assist with designer and stage management engagement form creation and delivery to General Management.
- Coordinate monthly parking for production assistants, run crew, designers, design assistants, and shop overhires as requested.
- Assist with meeting scheduling and preparation, meeting note taking, and note distribution.
- Request keys, fobs, and computer access for Stage Managers before their prep week.

### *Administrative Organization*

- Track Production staff Vacation, Sick, Mental Health Time, and banked holiday time off requests and accruals.
- Maintain Production SharePoint organization and Access database.

- Oversee office supply inventory and maintain office equipment.
- Distribute daily Production mail.

#### *Rental Coordination*

- Oversee rental request form and forward requests to Production Management.
- Support event coordination and provide day-of support for rental events as needed by the Assistant Production Manager.

### **ABOUT THE PERSON**

*Qualities and skills that best serve a Production Coordinator may be:*

- Technical theatre degree or two years of professional theatre experience
- Experience working in a Production office highly desired
- Familiarity with technical theatre and production practices
- Experience with financial record keeping, processing invoices, and/or processing payroll
- Strong computer skills with Microsoft Office Suite - SharePoint, Excel, Access
- Ability to adapt to changing priorities in a fast-paced environment
- Strong communication, organization, and collaboration skills
- Commitment to equity, diversity, inclusion and belonging and enthusiasm to nurture an anti-racist work culture

### **SCR CULTURE AFFIRMATIONS**

The Production Coordinator serves as an essential contributor to South Coast Repertory's culture and success by embracing these affirmations:

- **I am a leader.** My actions drive the success of SCR by expanding our impact, building community support, and delivering results for our team. I lead by example.
- **I am a collaborator.** I bring my best, contributing my unique skills fully as we co-create our work. Our interdependent team navigates the unknown together.
- **I am an advocate for an inclusive workplace.** I celebrate the contribution of diverse perspectives. I work to create an environment of safety, support and accountability so everyone can thrive.
- **I am a lifelong learner.** I commit to continuous growth – for myself and of others – by staying current in my field and supporting a culture of initiative and innovation.
- **I serve as a representative of SCR.** I embody SCR's mission, vision, and values in all aspects of work.

### **WORKING CONDITION**

*Regular tasks of this position may include:*

- Sitting for 5-7 hours at a time
- Moving throughout building from basement to second floor multiple times a day
- Pushing, pulling, & lifting up to 30lbs alone or with assistance

### **COMPENSATION**

SCR offers a comprehensive compensation and benefits package including a retirement plan with a 2.5% employer match, escalating paid vacation, sick, mental health days and holidays, health benefits including medical, dental, vision, life and long-term disability insurance, complimentary tickets, and paid parking.

### **TO APPLY**

To be considered, please submit a cover letter, resume, and three references to [jobs@scr.org](mailto:jobs@scr.org).

*SCR is a proud equal opportunity employer, embraces diversity and is committed to creating an inclusive environment for all employees.*