Positions, Continued

Assistant Properties Master
May 20 - August 13, 2019
1. Work with Properties Master in locating furniture and properties.
2. Create and build stage furniture and properties.
3. Work on backstage crew as assigned.
4. Participate in all scenic change-overs and strikes.
5. Work with technical staff in building of scenery.

Master Electrician
May 20 - August 13, 2019
1. Assist designers on installation & operation of lighting equipment.
2. Supervise all electrics crew.
3. Rig, cable, hang, and focus as required by the Lighting Designer.
4. Work on electrics crew if assigned.
5. Maintain the integrity of the lighting design for each production.

Assistant Master Electrician
May 20 - August 13, 2019
1. Work with the Master Electrician in the hanging, focusing, and rigging of lighting equipment.
2. Participate in scenic and electric change-overs and strikes.
3. Run light board for all productions.
4. Maintain and repair instruments and cables.

Electricians
May 20 - August 13, 2019
1. Work with the Master Electrician in the hanging, focusing, and rigging of lighting equipment.
2. Participate in scenic and electric change-overs and strikes.
3. Run follow spot or work backstage on scenic and/or electrics crew.
4. Work in scene shop.
5. Help maintain and repair instruments and cables.

Master Carpenter/Carpenters
May 20 - August 13, 2019
1. Work with Technical Director & tech staff to build 3-show season.
2. Construct scenery and rig scenery.
3. Participate in scenic change-overs and strikes.
4. Possess proficient knowledge of theatrical carpentry & shop tools.
5. Welding and metal working skills preferred.
6. Serve on run crew if needed.

Sound Engineer/Operator
May 20 - August 13, 2019
1. Hang, rig, cable, and install all sound equipment.
2. Maintain all sound equipment.
3. Set-up wireless microphones.
4. Set-up mixer and all playback machines.
5. Responsible for the smooth running of sound area during performances.

Assistant Scenic Artist
May 20 - August 13, 2019
1. Work with Scenic Artist in painting and texturing scenery, stage floor, and set pieces.
2. Demonstrate knowledge in various scenic painting techniques.
3. Work on backstage crew as assigned.
4. Participate in all scenic change-overs and strikes.
5. Work with technical staff in building of scenery.

About Porthouse Theatre
Northeast Ohio’s premier summer professional theatre, Porthouse Theatre is located on the beautiful grounds of Blossom Music Center in Cuyahoga Falls, Ohio. Porthouse provides professional theatre entertainment to more than 20,000 guests and offers training opportunities to more than 100 company members each year.

Benefits
- All positions are paid.
- You may be eligible for free housing if your permanent address is outside a 50 mile radius from Kent, OH. If you reside within a 50 mile radius and wish to use housing (if available), your stipend will be reduced by 10%.
- Undergraduate or graduate credit may be available.
- Complimentary tickets to all Porthouse productions.
- Work with theatre professionals from around the country and the region.
- Work in the beautiful setting of Blossom Music Center and Cuyahoga Valley National Park.
- Work for a professional URTA Tier 2 Equity Theatre.

How To Apply
To apply for a position with Porthouse Theatre for the summer of 2019:
Visit: www.porthousetheatre.com
Or
Contact Karl Erdmann (Production Manager) at 330-672-0118 or kerdmann@kent.edu
Positions Available

**Company Manager**
May 17 - August 15, 2019
1. Manage administrative running of company and season.
2. Coordinate company housing, parking, course registration, communications events (including opening night parties).
3. Help resolve all personnel & material problems.
5. On an emergency basis, substitute into any administrative position.
6. Attend all productions and front of house meetings as scheduled.
7. Assist Marketing Coordinator with marketing & public relations efforts as needed.
8. Ensure that at least 2 of 3 Company Management team members are in attendance for all technical rehearsals & performances.

**Facilities and Concessions Manager**
May 28 - August 13, 2019
1. Maintain operations of physical plant of Porthouse including theatre, pavilion, & grounds. This includes lawn, flowerbeds, picnic tables, parking lot, signage on property, & restrooms.
2. Supervise, train, & work with student workers on Facilities & Concessions Staff to do daily maintenance of all designated areas.
3. Keep insect and pest population under control.
4. Assist Production Manager and Managing Director to facilitate and solve maintenance, concessions, personnel, and materials problems as needed.
5. Coordinate with Box Office & House Management on matters of audience control, safety, parking, & special needs during all performances.
6. Work closely with nightly staff member in charge for performances to maintain high level of customer service.
7. Attend all staff and front of house meetings.
8. Work with Asst. Concessions Manager to supervise running of concessions operation, including maintaining inventory, ordering, bookkeeping, training, and supervising.
9. Work with Asst. Concessions Manager to arrange for timely deposits of all concessions receipts.
10. Work with Asst. Concessions Manager to maintain the Concessions Stand standards as set by the Food Service Operation License Porthouse has with the Summit County Health District.

**Assistant Company Manager/PR Assistant**
May 17 - August 15, 2019
1. Aid Company Manager in administration of company & season.
2. Assist Company Manager in coordination of housing, parking, course registration, company communication, and special events, including all opening night parties.
3. Help resolve all personnel and material problems.
5. Substitute into any admin. position in case of emergency.
6. Attend production and front of house meetings and work performances as scheduled.
7. Assist Marketing Coordinator with media & opening night parties.

**Asst. Stage Managers/Stage Manager Interns**
May 21 - August 13, 2019
1. Work under the direction of Equity Production Stage Manager.
2. Assist directors, music director, choreographers, and Production Stage Manager as needed for all productions.
3. Attend all rehearsals as needed.
4. Work all performances as needed.
5. Assist in strikes as assigned.
6. Must possess strong communication skills and the ability to work well with others.

**House Manager/Assistant House Manager**
June 11 - August 13, 2019
1. Supervise and run front of house operations.
2. File house manager reports after each performance.
3. Coordinate curtain speech, curtain, intermission, and end of show times with Production Stage Manager.
4. Maintain playbook quantities and coordinate stuffing of any inserts.
5. Handle all customer service issues as related to front of house operations.
6. Enforce house rules & maintain safety in all public areas.
7. Attend all front of house meetings as scheduled.

**Assistant Concessions Manager**
May 28 - August 13, 2019
1. Maintain and monitor concession inventory & manage bookkeeping.
2. Coordinate with Company Manager or Facilities Manager to order concessions supplies.
3. Assist Facilities Manager in the maintenance of Porthouse grounds.
4. Train and supervise concessions staff.
5. Arrange timely deposit of all concessions receipts and reports.
6. Oversee the maintenance of pavilion and picnic areas.
7. Help prepare Porthouse grounds for season open and close.
8. Attend production and front of house meetings as scheduled.

**Assistant Facilities Manager**
May 28 - August 13, 2019
1. Maintain appearance and safety of the Porthouse grounds.
2. Supervise facilities crew.
3. Prepare Porthouse grounds for opening and closing of season.
4. Keep insect and pest situation under control.
5. Work closely with box office and house management staff to maintain audience safety, direction, parking, and special needs.
6. Oversee daily maintenance of theatre, concessions area, picnic pavilion, dressing rooms, flowers and flower beds, & all restrooms.
7. Attend production and front of house meetings as scheduled.

**Facilities and Concessions Staff**
June 4 - August 13, 2019
1. Maintain the appearance and safety of Porthouse grounds.
2. Keep insect and pest situation under control.
3. Perform daily maintenance in theatre, concessions area, picnic pavilion, dressing rooms, flowers & flower beds, & all restrooms.
4. Prepare Porthouse grounds for opening and closing of season.
5. Sell concession items before each performance & at intermission.
6. Assist in the coordination of patron parking.
7. Enforce house rules & maintain safety in all public areas.
8. Handle customer service needs, complaints, and problems.
9. Coordinate pavilion reservations and special needs with facilities/concessions and house management.
10. Assist the cutter/draper with laying out and cutting costumes.
11. Perform customer relations, troubleshoot issues, and interact with patrons for optimal customer experience.
13. Assist Managing Director and Box Office Managers as needed.

**Box Office Staff**
May 20 - August 14, 2019
1. Sell subscriptions and single tickets and complete ticket exchanges for subscribers.
2. Lend assistance to the group marketing effort as directed and Porthouse’s overall marketing effort as needed.
3. Perform customer relations, troubleshoot issues, and interact with patrons for optimal customer experience.
5. Assist Managing Director and Box Office Managers as needed.

**Wardrobe Supervisor**
June 4 - August 13, 2019
1. Responsible for smooth running of costume area during performances including crew supervision.
2. Maintain and repair costumes, accessories, shoes and other costumes items as needed.
3. Launder, press, and steam all costumes; oversee dry cleaning.
4. Check-out and distribute costumes to dressing rooms before and collect & check-in costumes after performances.
5. Assist with quick changes during performances.
6. Collect and check in all costumes following each performance.
7. Assist actors with make-up and hair styles.
8. Assist Costume Shop Supervisor with all set-ups & strikes of costumes & dressing areas, including rental returns & stock storage.

**First Hands**
May 20 - July 28, 2019 (Some Flex)
1. Pin and stitch muslins.
2. Assist the cutter/drawer with laying out and cutting costumes.
3. Pin and stitch constructed costumes.
4. Handwork such as hems, buttons, and snaps.
5. Alteration on pulled, purchased or rented costumes.
6. Alter and trim accessories such as hats, shoes, and jewelry.
7. Assist designers in pulling and organizing of costumes.

**Stitchers & Stitcher Interns**
May 20 - July 28, 2019 (Some Flex)
1. Assist First Hand with pinning and stitching of constructed costumes and muslins.
2. Handwork for constructed costumes such as hems, buttons & snaps.
3. Alteration on pulled, purchased or rented costumes.
4. Alter and trim accessories such as hats, shoes and jewelry.
5. Assist designers in pulling and organizing of costumes.

**Stitcher/Dresser Interns**
June 4 - August 13, 2019
1. Assist First Hand with pinning and stitching of constructed costumes and muslins.
2. Handwork for constructed costumes such as hems, buttons & snaps.
3. Alteration on pulled, purchased or rented costumes.
4. Alter and trim accessories such as hats, shoes and jewelry.
5. Assist designers in pulling and organizing of costumes.

**Dressers /Dresser Interns**
June 4 - August 13, 2019
1. Assist wardrobe supervisor in running of costume area during dress rehearsals and performances.
2. Assist with quick changes and wigs and hair maintenance.
3. Maintain and repair costumes during run of show.
4. Assist with laundry, dry cleaning, steaming & pressing of costumes.
5. Assist with costume strikes and set-ups and assist with returning costumes to storage.