HARTFORD STAGE

Production Assistant

Salary: $962.00/weekly with benefits
Location: Hartford, CT (in person)
Supervisory role: No
Department: Production
Reports to: Assistant Production Manager
Status: Full time, annual, non-exempt (40 hours per week)
Benefits: Medical and Dental Insurance, Flexible Spending Accounts, Voluntary Life Insurance, 401k, Paid Vacation and PTO

Position Begins: April 4, 2027

Who we are

Located in the vibrant heart of Hartford, Connecticut, Hartford Stage stands as a beacon of creativity and cultural enrichment serving nearly 50,000 people a year across Connecticut and southern Massachusetts. As one of the premier resident theaters in the United States, we captivate audiences with a rich tapestry of world drama, from timeless classics to daring new productions and rediscovered gems of the past.

Who we're looking for

Maybe you've worked in event coordination, hospitality, or as an executive assistant. Maybe you've got a knack for keeping up with the little details on a project or enjoy finding creative solutions to challenges. Maybe you did theater in high school and you're itching to get back into it, or maybe theater has been in your life for a long time and you're looking for your next step forward. This role could be that opportunity.

The position we're filling

As the **Production Assistant** you will be assisting the stage management team in the preparations for rehearsal and performances. This could include preparing scripts, coordinating rehearsal props and costumes, assisting with running backstage area during technical rehearsals and performances. You will have the opportunity to learn and grow under established stage managers working on all of the shows Hartford Stage produces.

What you'll be doing

- Assisting Stage Management with prep for rehearsals and performances
- Preparing Scripts
- Assisting Props Manager with gathering rehearsal props
- Assisting Costume Manager with gathering rehearsal costumes
- Preparing the rehearsal hall and backstage area, including hospitality supplies (coffee/tea) are available to cast and directors, and ensuring cleanliness of areas
- Maintaining inventory of office supplies for rehearsal hall and backstage areas
- Assisting Stage Management with daily communication to actors , directors, run crew, and production staff regarding call times, schedules, and fittings
- Working with Stage Management on daily support of rehearsals and performances; this may include being "on book", taking line notes, taking and relaying prop notes, performing scene shifts, locking up actor valuables, recording blocking, assisting with wardrobe quick changes, and running rehearsal sound cues.
- Providing coverage to backstage crew and Assistant Stage Manager tracks as needed in the event of illness or injury.
- Helping Stage Management prepare for transferring a production from rehearsal hall to theatre
- Maintaining Stage Management files on Hartford Stage computer network.
- Working with Director of Production, Company Management, and Stage Management to ensure the safety and comfort of actors, directors, and other guest artists.

- Acting as Stage Manager for one of our summer education programs.
- Assisting with projects deemed necessary by Assistant Production Manager and/or Stage Management.

What you bring

Excellence in:

- Verbal and written communication and interpersonal skills
- Time management, prioritization, and attention to detail
- Creative problem solving
- A willingness to learn
- Applying diversity, equity, inclusion, accessibility, and anti-racist practices, as well as their direct impacts on the rehearsal process

Bonus Points:

- Multilingual
- Background in stage management
- A valid driver's license

What we bring

- A dynamic downtown location in a creative state capital with quick access to the coast, mountains, and many restaurants, shops, markets, breweries, and activities of all kinds
- An invitation to contribute to a team of talented and collaborative individuals committed to a Tony award-winning legacy
- A fun, engaging, inclusive, and equitable workplace committed to a transformative, experiential theater
- A unique opportunity to make an impact in the field and in the Hartford community

Please email your letter of interest and most current resume to hr@hartfordstage.org.

The priority application deadline for this position is December 20, 2026. Applications received by this date will receive priority consideration. While we will still accept and consider applications after this date, we encourage you to apply as early as possible for the best chance of being considered for the position. Please note that meeting the priority deadline does not guarantee an interview.