

JOB OPPORTUNITY
Recreation Specialist I (Production Assistant)
Cultural Services Division

SALARY \$15.87 - \$17.50 per hour

The City of Torrance Community Services Department is currently accepting applications for a Recreation Specialist I with the Cultural Services Division Torrance Theatre Company.

Summary: The Production Assistant reports to the producer of the Torrance Theatre Company and is responsible for assisting in all aspects of production including, development, marketing, database management, volunteer coordination, as well as helping in the areas of sound, costume, props, scenic design, lighting design, direction, and stage management as needed for the Torrance Theatre Company productions. This position has limited hours annually and the production assistant will work on a project/production basis.

About the Torrance Theatre Company: The TTC is a program of the Cultural Services Division of the Torrance Community Services Department. The company has been producing theatre in the City since 1999, including a season of shows at the Nakano and Armstrong Theatre beginning in 2004. The TTC works out of the spaces at the Cultural Arts Center and varies locations around the City. To date the TTC has produced over 30 plays and musicals utilizing volunteer actors, and professional designers and staff.

Duties and Responsibilities:

1. Development/Marketing/Database Management
 - Assist with research, marketing, and development of productions.
 - Maintain and analyze data base.
 - Coordinating coverage of the productions with Torrance CitiCABLE 3, including on-camera interviews pertaining to the production.
2. Volunteer Coordination
 - Recruit, schedule and manage volunteers.
 - Maintain volunteer database.
3. Production support may include any/all of the following:
 - Procurement/creation of props.
 - Construction/procurement of costumes.
 - Assistant stage manager in rehearsal and/or production.
 - Scenic design elements (construction, load-in/out, dressing).
 - Sound board operator.
 - Follow-spot operator.
 - Sound design.
 - Crew as needed for the productions.
 - Directing special projects/production as requested by the producer.
 - Compiling info for the printed program, assisting with creation of program, and proofing of program as needed per production.
4. General support
 - Attending production meetings and performances.
 - Acting as a liaison with production team and cast.
 - Answering routine correspondence, including telephone and email queries.
 - Performing general maintenance related to productions.

Qualifications:

The production assistant must be self-motivated, flexible, and willing to multi-task. The ideal candidate will view this position with the Torrance Theatre Company as an opportunity to gain a wide range of experiences in theatre production.

Desired Skills and Abilities

- Prefer BA in theatre-related field and/or 5 years experience in theatre production.
- Ability to communicate effectively, both orally and in writing.
- Experience in records maintenance/database management (Access, Excel).
- Understanding of theatre production and knowledge of basic theatre practices.
- Fluency with PC computers, Microsoft Office, and Social networking sites.
- Willingness to transport props, scenic elements and other materials in shipping trucks.
- California Driver's License.

Hours: Part-Time, (no more than 200 hours per year). Various hours. Candidate must be available some weekends, holidays and evenings.

FILING DEADLINE: 5:00 p.m., Monday, November 9, 2009

- Interested applicants can submit an application, resume and cover letter to the City of Torrance Human Resources Department, 3231 Torrance Boulevard, during the following hours: Monday - Friday, 7:30 a.m. - 5:30 p.m. The Human Resources Department is closed every other Friday. Applications, resume and cover letter can also be submitted on-line on the Human Resources Department web page at www.TorranceCA.Gov.
- Only those candidates whose training and experience best meet our needs will be invited to participate in an oral interview. If no qualified applicants apply by the deadline, the position will be reopened. Oral interviews are tentatively scheduled for November 18, 2009. If you have additional questions contact Gia Inferred at Ginferrera@TorranceCA.Gov

The City of Torrance is an Equal Opportunity/Affirmative Action Employer.
Applicants with disabilities who require special arrangements must
contact the above-named personnel prior to testing/interview.