

Position Title: Production Assistant

Department: Production

Classification: Full-Time Non-Exempt, 40 hours/week, Seasonal Position

Reports to: Production Manager

Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In the 2024 / 2025 season, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 393 performances seen by more than 90,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate, and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

Arden Theatre Company seeks a skilled professional to join our dynamic, agile production staff. Reporting directly to the Production Manager, the Production Assistant works closely with production shop heads to realize all technical aspects of Arden mainstage and children's theatre productions. The Production Assistant provides support and ensures the smooth, day-to-day operation of all production departments.

Essential Duties and Responsibilities

- Assist with the day-to-day operations of all production departments, including but not limited to, scenic construction and installation, lighting hang and focus, prop build, and costume construction as directed by the Production Manager
- Respond in a timely fashion to Stage Management show and rehearsal reports and departmental maintenance requests as assigned by shops heads
- Participate in overseeing all third-party prop and costume rentals from departmental stock
- Maintain a safe working environment
- Participate in weekly and show-specific production meetings
- Respond to facility maintenance projects as assigned by General Manager or Production Manager

Competencies

- Have a positive, team-oriented attitude. Actively and positively interacting with all of Arden's departments, creating a collaborative environment within both the department and the company
- Be someone with initiative, creativity, and a collaborative spirit. Must have the ability to work within a fast-paced, dedicated team—rolling up your sleeves must be a favored tactic.
- Be willing and able to work flexible hours/days reflective of the dynamic schedule of a theatre, which includes a variety of hours, including evenings and weekends.
- Be proficient in Office 365, Google Drive, Zoom, and other cloud-based applications
- Must have strong communication skills – both written and verbal
- Express a passion for theatre in the Philadelphia cultural community with a genuine interest in becoming a driver of Arden's mission and vision.

Required Experience

- At least 2 years technical theatre experience - professional, academic, or community
- A broad-based knowledge of professional theatre producing practices. Both formal, informal, and cross-disciplinary experiences will be considered.
- Experience producing theatre in a flexible "black box" theatre space preferred.

Work Environment

- This position splits time between shops (carpentry, paint, props, costumes, lighting), theatre, and office environments.
- Indoor environments, some with low light and confined spaces.
- Stairs, ladders, and catwalks.

Physical Demands

- Must be able to lift and move 50 pounds
- Must be able to safely operate standard power tools, both stationary and portable, as expected to be found in a typical theatrical prop or scenic shop
- Must be comfortable with heights at or above 24 feet

Other Duties

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Compensation

Compensation for this position is \$800 a week, with a contract of 24 weeks (December-May). This is an annual contract position of 43-44 weeks (August-June).

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, and holiday leave.

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org

Application Closing Date: **December 1, 2025**

Anticipated Start Date: **December 15, 2025**

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.