



Job Description: Production Coordinator

Employer: Terrific New Theatre

Type: Part Time, 20 hours per week

Start Date: March 31, 2026, or as close to that as possible

Position Description

Reporting to the Executive Director, the Production Coordinator supervises all productions and in-house events for Terrific New Theatre (TNT). This position will share in the responsibility for budgeting, scheduling, and coordinating the use of the facility.

Duties include:

- Manage budget and provide reports for production activities, in concert with the Executive Director
- Schedule labor and provide reports for production and shop needs
- Facilitate production & design meetings, and other communication between the artistic and production teams
- Manage production calendars, ensuring timelines are communicated and stay on track
- Work with the Executive Director to ensure that all TNT productions maintain standards of artistry
- Ensure timely completion of scenic elements, lighting and sound, as well as strike and proper restoration of the stage
- Maintain the TNT calendar
- Assist with non-production, in-house events
- Assist in LUDUS ticketing – creation of events, handle box office (on occasion), & reporting
- Assist Executive Director with any and all tasks deemed appropriate for this position

Required Qualifications

- Experience in the production of theatre, or other live events
- Excellent communication skills, both oral and written
- Experience leading and managing groups of artistic collaborators
- Mastery of common office software, especially Google Docs, Google Sheets, Google Calendar, Zoom, and MSOffice products
- Ability to work weekends or nights, on occasion
- Ability to work with the public and represent TNT to the community
- Valid driver's license and reliable transportation

Preferred Qualifications, though not required

- Experience in QLab, GoButton, and Wix
- Experience in various production disciplines, including technical theatre

Additional Qualifications

- Committed to the mission of Terrific New Theatre
- Self-motivated, honest, thoughtful, and composed
- Detail-oriented, yet can also focus on large concepts and issues
- Able to navigate through multiple priorities
- Collaborative in work relationships

For Questions:

tam@terrificnewtheatre.com

with "Production Coordinator" in the subject line.

Please be prepared to submit a cover letter and resume.

Applications will be reviewed as they are received.