

2019 PRODUCTION COORDINATORS

The City of Austin's Zilker Hillside Theater is currently seeking to hire individuals with an interest in large special events and technical theater as Production Coordinators during the theater's busy season. These are temporary, seasonal positions within the City of Austin's Parks and Recreation Department.

The Zilker Hillside Theater is part of the Division of Museums and Cultural Programs, and is located in the heart of Austin, right next door to Barton Springs Pool in Zilker Park. Production Coordinators act as City Representatives and liaisons, working alongside performing arts organizations and the general public.

Responsibilities include (but are not limited to):

- Assisting with front of house set up and take down.
- Interfacing and positive communication with the general public attending events
- Backstage production assistance during events and set up
- Assisting production with technical trouble shooting
- Assembling stage lighting and set pieces, assisting with set construction.
- Light janitorial tasks
- Maintaining the inventory of theater equipment
- Crowd Control/Light Security during the events
- Maintaining and updating visitor's logs and other light clerical duties

Qualified Candidates must have:

- High school diploma or GED
- 3 years' experience in technical theater or special event work. Experience working in a performing arts venue is a plus. (Academic theater and special event experience qualify)
- The ability to stand for long periods of time, as well as walk up and down a steep incline
- Carry up to 50 pounds
- Experience with public speaking or customer service
- The ability to work nights and weekends.

Pay Rate- \$15.00 per hour

Schedule- Varies, up to 20 hours per week, Thursdays-Sundays between 5pm-11:30 pm.

Position(s) will begin in May and end in August, 2019. To apply, please email your resume and letter of interest to lucy.miller-downing@austintexas.gov. You can also call 512-974-4045 to learn more.

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call (512) 974-3914.

