



*Cincinnati Playhouse in the Park is an Equal Opportunity Employer (EEO) and is committed to fostering a culture of diversity and inclusion in all areas of its work, both on and offstage. Qualified individuals who bring diverse perspectives and life experiences to the workplace are especially encouraged to apply.*

**Position:** Over-hire Backstage Crew

**Department:** Production

**Reports to:** Production Stage Manager and Director of Production

**Position Contract Dates:** Various February – June 2023

**Salary:** \$15.50/hr non-exempt (eligible for OT after 40 hours/week)

Playhouse in the Park seeks over-hire backstage crew in multiple departments to be responsible for running various technical elements of shows during performances. Physical locations for this job will include the new, state-of-the-art Mainstage Theatre Moe and Jack's Place – The Rouse Theatre and the recently renovated Rosenthal Shelterhouse Theater, and the accompanying backstage and support areas. These positions report directly to the Production Stage Manager and Stage Management Staff.

These are temporary positions that will span 4-8 weeks between February 2023 – June 2023 depending on the production. These positions will require work outside normal business hours, including, but not limited to, evenings and weekends.

Duties include but are not limited to:

- **Props Run Crew:**
  - Preparing the stage for rehearsal and performance, according to instructions from Stage Management, and Props Run Crew Chief.
  - Presetting and tracking set pieces or props during rehearsals and performances, making sure items are in proper position, at the proper times.
  - Moving set pieces and handing off both props and set pieces during rehearsals and performances.
  - Cleaning up onstage and backstage as needed after rehearsal and performance.
  - Making crew chiefs aware of needed updates to paperwork.
  - Additional specific duties as assigned.
  
- **Wardrobe Run Crew:**
  - Assisting the actors with dressing pre and post show, which may include assisting with hair styling and/or prepping and securing wigs.
  - Presetting and tracking costume pieces before, during and after rehearsals and performances.

- Executing costume changes throughout the performance, as assigned.
  - Repairs and maintenance to costume pieces that may include hand sewing, machine sewing, as well as painting and/or polishing and other “touch-ups” as needed.
  - Nightly laundry, including ironing, steaming, de-linting, and distributing costumes.
  - Minor touch-up to existing wig styles.
  - Create wardrobe track paperwork as needed.
- Electrics Run Crew (Rouse Theater Only):
    - Preparing the stage for rehearsal and performance, including sweeping and mopping as needed.
    - Operation of a Lycian Follow Spot.
    - Creation of Follow Spot paperwork as needed.
    - Cleaning up onstage and backstage as needed after rehearsal and performance.

Qualifications (All Positions):

- 1-2 years’ experience in technical theater or entertainment industry equivalent.
- Good communication skills.
- A basic knowledge of technical theater terms.
- Ability to work well with others and independently in a fast-paced and deadline-oriented environment.
- Exceptional attention to detail with strong organizational and time management skills
- Embraces a safety-oriented environment
- For Wardrobe Positions – Basic Sewing Skills

Physical Requirements (All Positions):

- While performing the duties of this job, the employee is regularly required to walk (sometimes quickly), talk, hear, and speak.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.
- Work is often performed in dimly lit areas.
- Ability to lift and carry 20-30 lbs.

All employees are required to receive the COVID-19 vaccination unless a reasonable accommodation has been approved.

Cincinnati Playhouse in the Park continues to monitor the pandemic situation. Qualified candidates will be expected to comply with Playhouse’s health and safety plan – while at work and outside work – that continues to be updated per latest state and Federal guidelines.

The physical expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation. While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

**To Apply:** Qualified candidates should submit a cover letter, resume, references to Josh Escajeda, Director of Production, at [josh.escajeda@cincyplay.com](mailto:josh.escajeda@cincyplay.com) and cc Amy Stier at [amy.stier@cincyplay.com](mailto:amy.stier@cincyplay.com). Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified. No phone calls, please.