



Evergreen Children's Chorale (ECC)

Job Description: Production Assistant

About Us

For more than 30 years, Evergreen Children's Chorale has been inspiring and engaging young performers in our mountain community. ECC provides students in grades 2–8 with high-quality performing arts experiences that foster confidence, teamwork, and a lifelong love of music and theater. Through dynamic rehearsals, full-scale productions, and community performances, ECC helps children discover their voices, build lasting friendships, and shine both on and off the stage.

Position Summary

The Production Assistant supports the Music Directors, Stage Directors, Business Manager, and creative team in the planning, organization, and execution of ECC productions, rehearsals, and performances. This role is central to ensuring that rehearsals run smoothly, communication is clear, volunteers are well-coordinated, and all production elements are in place for successful performances. The Production Assistant works closely with parent volunteers, third-party vendors, and ECC staff to create a professional and positive experience for students, families, and audiences.

Reports To

- Ensemble's Music Director / Stage Director
- Business Manager

Key Attributes

The ideal candidate is:

- Organized, detail-oriented, and proactive
- Skilled in communication and coordination with multiple stakeholders
- Able to balance multiple projects and deadlines
- Collaborative and team-focused, with a positive and respectful demeanor
- Comfortable managing both creative and logistical tasks

Qualifications

- Experience in theater, musical productions, stage management, or event coordination preferred
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Ability to work evenings (Mondays/Wednesdays rehearsals; ad hoc meetings)
- Comfort working with students, parents, volunteers, and professional contractors
- Ability to lift and move light set pieces, props, or equipment as needed

Time Commitment

- Rehearsals: Mondays and Wednesdays, 4:30–6:30 PM (Evergreen Lutheran Church)



- Performances: As outlined in annual schedule
- Additional meetings, production work sessions, and volunteer coordination as required throughout the season

Compensation

60 - 80 hours; \$1,500 - \$2,000 Depending on Experience

This is an independent contractor position. Compensation is determined annually by the ECC Board of Directors. Hours vary depending on the time of year.

How to Apply

Priority Deadline: Applications reviewed on a rolling basis; priority given to those received by **February 6, 2025**. Please submit your cover letter, resume, and two professional references to Manager@EvergreenChildrensChorale.com Your cover letter should address:

- **Relevant Artistic & Technical Experience:** detail your experience in past productions, especially with youth ensemble casts. Experience supporting costuming, props, set, and lighting
- **Collaboration & Communication Skills:** How you have collaborated with artistic staff (music directors, choreographers, stage managers, etc.) as well as parents and volunteers.
- **Organizational & Planning Skills:** Comfort developing staging plans, or production timelines, strong time-management—especially during production weeks.
- **Leadership Style With Young Performers:** Approach to inspiring, motivating, and supporting elementary and middle school performers.
- **Scheduling & Commitment:** Availability for Mondays and Wednesdays from 4:30–6:30 PM from January 12, 2026 through May 3, 2026. See detailed schedule here. Ability to attend performances, auditions, meetings, and production week commitments. Flexibility for additional hours during show weeks.

Equal Opportunity Statement

Evergreen Children's Chorale is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Evergreen Children's Chorale prohibits unlawful discrimination against applicants or employees based on race, color, religion, sex (including pregnancy, gender identity or expression, and sexual orientation), parental status, marital status, national origin, ancestry, creed, age, disability, genetic information (including family medical history), political affiliation, military service, protected veteran status, other non-merit-based factors, or any other characteristic protected by federal, state, or local law. This policy applies to all employees including managers, supervisors, and co-workers.



Appendix A: Production Assistant Responsibilities

1. Attend rehearsals and performances as delineated in the [annual schedule](#) and as requested by the Music Director. Rehearsals are held on Mondays and Wednesdays from 4:30pm - 6:30pm at Evergreen Lutheran Church.
2. Work with prop and set parent committees to make sure props are secured and set is on-schedule for completion in collaboration with the Stage and Music Directors.
3. Manage production committees on additional aspects of production such as costuming, set design and props, and lighting
 - a. Create production timeline
 - b. Plan and run production meeting within the first month of the season
 - c. Reach out to third party organizations to borrow/rent set pieces and costumes as needed
 - d. Work closely with the parent backstage crew on creating an easy to follow document indicating scene changes, prop placement and students entrances and exits.
 - e. Manage production volunteers for the show, working with volunteer committees and independent contractors:
 - i. Costumes/uniforms
 - ii. Staging
 - iii. Sets/Props
 - iv. Lights/Sound
 - v. Video/Photographer
 - vi. Backstage Support
4. Ensure that props and equipment are available and maintained.
5. Open and close buildings for rehearsals and performances as requested by management staff.
6. Attend rehearsals, committee meetings and performances as requested by the Music Director and Business Manager.
7. Inform the Business Manager of any changes to confirm with performance venues and concert vendors.
8. Responsible for venue load in/load out requirements.
9. Overseeing sound and lighting engineers, house, and crew.
10. Wraps up post-show details:
 - a. Collect music/scripts
 - b. Organize costume/uniform collection
 - c. Collect props
 - d. Facilitate return of items to the shed and properly stored
 - e. Facilitate return of borrowed set pieces/props



11. Be prepared with updates for the Music Director or Business Manager to be shared at monthly Board meetings.
12. Maintain and uphold a code of respect, discipline and positive working atmosphere with all members, parents, and other staff/contractors.
13. Support all marketing and recruitment efforts of ECC and Prelude.
14. Report to the respective Ensemble's Stage Director and Business Manager.