

PRESCOTT PARK ARTS FESTIVAL

2025 Backstage Crew

Prescott Park Arts Festival, a well-established and dynamic non-profit performing arts organization, is seeking to hire Backstage Crew. This position will join the experienced, award-winning, fun, and fast-paced team responsible for organizing this popular summer Seacoast tradition that features over 70 diverse performances from June to October each year. Events include concerts, food and music festivals, movie nights, a signature musical theatre production, a youth theatre camp, and more.

Prescott Park Arts Festival is a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered by suggested donation in Portsmouth's beautiful downtown Prescott Park. The Festival's contribution to the local economy in show- and visitor-related spending has swelled to \$7.5 million annually.

These roles are smaller, flexible positions that one individual may take on multiple responsibilities, with each role clearly defined and agreed upon before the season starts. Crew members will collaborate with the team to ensure all tasks are assigned and understood, allowing for smooth transitions between roles as needed. This approach ensures that everyone is prepared and that all areas of the production are covered efficiently, while maintaining clear communication and expectations from the outset.

Assistant Properties Designer

The Assistant Properties Designer is a creative and organized individual who collaborates with the Properties Designer, Scenic Designer, Theatre Production Manager, and Stage Manager to support the acquisition, maintenance, and execution of props and set dressing for the Mainstage Musical production.

Responsibilities include, but are not limited to:

- Assist in acquiring or building props as directed by the Properties Designer.
- Ensure props and set dressing align with the artistic vision and stay within budget.
- Attend production meetings to coordinate prop and set dressing details.
- Help deliver props to the theatre on schedule and maintain them throughout the production.
- Return borrowed props at the end of the production run.
- Support smooth operations of props during rehearsals and performances.

Preferred Skills and Requirements:

- Strong attention to detail and effective collaboration skills.

- Basic carpentry, crafting, or painting experience is a plus.
 - Strong organizational skills and ability to manage multiple tasks.
 - Ability to lift up to 50 pounds and stand for extended periods.
 - Availability for flexible hours, including evenings and weekends.
 - Passion for live theatre and creating high-quality productions.
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Backstage Crew

This role requires reliable, detail-oriented individuals who can thrive in a fast-paced, team-oriented environment. The Backstage Crew reports to the Stage Manager and Assistant Stage Manager, ensuring smooth scene changes, backstage organization, and production support for the Mainstage Musical. Positions may include Youth Supervisor and Assistant Properties Designer.

Responsibilities:

- Start at technical rehearsals (June 10, 2025) through the closing night (August 10, 2025).
- Attend all rehearsals and performances, arriving 90 minutes before each scheduled performance.
- Prepare the backstage and onstage areas as directed.
- Assist with scene changes, setup, and strike tasks before and after performances.
- Serve as a substitute for the Musical A2 or Backstage Crew when needed.
- Report any personnel issues to the Theatre Production Manager.

Preferred Skills:

- Strong communication and teamwork skills.
 - Ability to perform physically demanding tasks, including lifting and moving set pieces.
 - Comfortable working in dimly lit or dark environments.
 - Availability for both weekday and weekend hours, including daytime and evening rehearsals and performances.
 - Enthusiasm for live theatre and creating high-quality performances.
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Youth Supervisor

The Youth Supervisor ensures the safety and well-being of child performers during rehearsals, performances, and technical rehearsals. Reporting to the Stage Manager and Production Manager, this position requires a responsible and organized individual to maintain a safe, supportive, and professional environment for young performers.

Responsibilities include, but are not limited to:

- Supervise child actors, ensuring their safety, comfort, and well-being at all times.
- Maintain open communication with parents/guardians regarding schedules and concerns.
- Assist with costume changes, blocking cues, and prepare children for entrances/exits.

- Enforce backstage etiquette and maintain focus during rehearsals and performances.
- Foster a fun and supportive atmosphere while ensuring professionalism.

Preferred Skills and Requirements:

- Experience working with children, preferably in a theatrical setting.
 - Strong communication and organizational skills.
 - Knowledge of child safety protocols and emergency procedures.
 - Patience, adaptability, and problem-solving skills.
 - Availability for flexible hours, including weekdays and weekends.
 - A sense of humor and joy for the job.
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Wardrobe Supervisor

This position requires a dedicated and hardworking individual to assist the Costume Designer in executing the costume vision for the production. The Wardrobe Supervisor will also work backstage during all technical rehearsals and performances, tracking costumes and assisting actors with quick changes. As an essential member of the production team, the Wardrobe Supervisor will collaborate with all production staff and report directly to the Production Manager. This role requires someone who is highly organized, able to multitask, thrives in a fast-paced environment, and is passionate about their work.

Responsibilities include, but are not limited to:

- Assist with costume creation, maintenance (washing, steaming, repairs), and quick changes.
- Keep a detailed inventory of costumes, ensuring proper storage and labeling.
- Maintain wardrobe organization and cleanliness, including the wardrobe trailer.
- Manage costume changes during performances and maintain a costume change list.
- Assist with strike and clean-up, including labeling borrowed items for return.
- Work with backstage staff to troubleshoot and resolve wardrobe-related issues.

Preferred Skills and Requirements:

- Ability to sew by hand and machine.
- Experience in a wardrobe supervisor or similar role for theatrical productions.
- Detail-oriented, organized, and able to work collaboratively.
- Ability to lift up to 50 pounds and work in varying weather conditions.
- Flexibility for weekday and weekend hours, including rehearsals and performances.
- A sense of humor and joy for the job.

Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.

Applications should be submitted to Ro Gavin, Theatre Theatre Production Manager at Prescott Park Arts Festival, at theatricalpa@prescottpark.org, and should include a resume listing all previous work experience and a cover letter. We love learning about our applicants, so don't hesitate to show off what makes you YOU! *No phone calls please.*

Salary: Stipends begin at \$1500. Each role will receive a stipend commensurate with experience, reflective of the responsibilities outlined for the contracted position from opening night (June 20) through closing night (on or about August 10th).