

**CONGREGATIONAL SUMMER ASSEMBLY (CSA)
CHILDREN'S OPERETTA PRODUCER**

Reports to: Managing Director

Supervisory Function: Volunteer production staff

Purpose: The Producer is responsible for organizing and overseeing all details of the production. Manages all aspects of a production, from overseeing the budget to establishing rehearsal schedules, recruiting volunteers, and organizing the operations of the show. Producers must understand both the creative and the logistical aspects of theatre production.

Job Type: Seasonal/Part-Time. Time Intensive, in-person effort will be required every day from July 27 – August 10, 2025. Efforts during this time will include setting up registrations, securing major volunteer positions (set designers, head of costumes, and other ancillary positions paid/unpaid, collaborating with other program managers regarding set up of physical facilities, etc.) as well as finalizing creative assets (i.e. scripts and music).

There is a component of pre-planning that exists throughout the year and may require meetings/connections with the volunteer committee members to ensure unity and understanding of tasks and responsibilities.

Skill and Knowledge Requirements:

- 5+ years experience in directing, stage management, or theater management and producing preferred
- Strong organizational and time management skills
- Excellent written and public speaking skills
- Technologically proficient and thorough understanding of Microsoft Office software and digital collaboration channels
- Access and proficiency to digital calendar tools like Google Calendar or Microsoft Outlook to schedule in-person and remote meetings and rehearsals
- Proficiency with digital media communication platforms
- Strong data management skills preferred
- Skills in Adobe Photoshop and/or Illustrator are beneficial, but not required

Essential Functions:

- Organize and manage volunteer production staff (costumers, stage manager, and crew, sets, props, publicity, cast party, etc.)
- Coordinate and prepare the show program and posters for the production
- Register all participants both on-site and digitally before day 1
- Effectively coordinate with the CSA office to communicate the event via print and online mediums
- Disseminate daily rehearsal schedules via digital platforms
- Help oversee the implementation of the show's set

- Handle “free will” contributions made at each performance. Count offering with a 3rd party and ensure it is given to a pre-selected CSA Office staff member after the performance to put in the office safe for deposit
- Ensure that all production bills are approved and reimbursed
- Ensure that the Meeting House building is opened and closed/locked before and after each rehearsal and production.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

DISCLAIMER: The information presented above indicates the general nature or level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.